

**BoTi** Business Optimization  
Training Institute

# 2025

## TRAINING CATALOGUE



# UNLEASH THE POWER OF YOUR WORKFORCE IN THE DIGITAL ERA!

In the fast-paced digital economy, retaining top talent is a strategic challenge. Enter the era of holistic skills development with Business Optimization Training Institute (BOTI). We're not just a training provider; we're architects of transformation in the ever-evolving workplace.

**Established Excellence Since 2013:** BOTI, a **Level 1 BBBEE company** based in Johannesburg, stands as your partner in cultivating skills for the future. With a national footprint, we offer both traditional face-to-face and cutting-edge online training solutions.

**Accredited Expertise:** As a Services, **MICT, and QCTO** accredited company, BOTI customizes training for individuals and groups, having enriched over 800 companies with our expertise. Our extensive course offering includes accredited, non-accredited courses, and learnerships.

**Tailored Learning for All:** Choose from In-Class Training at dedicated venues or on-site, Virtual Training via Zoom or Microsoft Teams, and E-learning through our advanced Learning Management System. BOTI ensures knowledge and skills transfer at a reasonable price, anytime, anywhere across South Africa.

**Knowledge and Skills Transfer at Your Fingertips:** BOTI's methodologies revolve around facilitating knowledge and skills transfer, ensuring that our training is not only effective but also reasonably priced. Experience quality training anytime, anywhere across South Africa.

Empower your workforce with BOTI, where success is not just a destination but a continuous journey of growth and excellence. Revolutionize Learning with BOTI—Empowering Your Workforce for a Digital Tomorrow!



## 1. Who We Are

### 2. SKILLS DEVELOPMENT AREAS PER CATEGORY

- HR & Labour
- Compliance
- Employment Equity & BBBEE
- Health and Safety
- Risk
- SCM & Procurement
- Corporate Governance
- Change, Conflict & Diversity Management
- Finance
- Business
- Workplace Essentials
- Admin/Office Support
- Executive Secretary/PA
- Business Writing & Communication Skills
- Customer Service Excellence
- Sales & Marketing
- Leadership (Executive/Middle Manager/Junior/Specialist to Manager/Supervisor)
- Leadership Coaching (1on1)
- Process Improvement and Business Optimization
- ETDP/SDF/Facilitator, Assessor, Moderator
- MS Office
- MS SQL, Power BI
- MS Sharepoint
- Graphic Design
- Programming Courses
- Full Qualifications and Learnerships

### 3. Price List

### 4. Booking Form



# A TRAINING COMPANY OF GREAT DISTINCTION

BUSINESS OPTIMIZATION  
TRAINING INSTITUTE HAS  
TRAINED THOUSANDS OF  
DELEGATES FROM OVER 750  
COMPANIES ACROSS AFRICA  
AND SOUTH AFRICA.

## CONTACT US TODAY TO GET IN TOUCH WITH A SKILLS DEVELOPMENT CONSULTANT

Our Skills Development Consultants are not only specialists in their field, but BBBEE experts too. They have the expertise to arrange for employed as well as unemployed learnerships (minimum of 4 people) and are experts at structuring programmes that provide the best solutions in terms of BBBEE and Skills Development.

**Call us now on (011) 882 8853 to earn the maximum  
BBBEE points per training spend.**

If you run Business Optimization Training Institute Learnerships for PDI's you can earn 15 out of the 25 points available. However, the extra 10 points will be awarded if these are combined with disabled female and unemployed individuals.

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2024

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**HAYLEY**  
Chief Executive Officer (CEO)



**LUIS**  
Chief Operating Officer (COO)



**AMANDA MUYAMBO**  
Training Manager / Client Liaison



**HELEN FENTON**  
Client Liaison & Head of Research



**MELINDA LECHTMAN**  
Tender/RFQ Client Liaison



**LEANETTE LEGODI**  
Sales Manager



**LILIAN CHIRWA**  
Office Assistant



**KRISTEN BEKAADT**  
Accredited Program Liaison



**CARL DAVIDS**  
Client Liaison

# FULL SETA ACCREDITATION

We are accredited with the following SETAs:



International Accreditation with



## REACH YOUR SKILLS DEVELOPMENT GOALS AND ACHIEVE YOUR BBBEE TARGETS. GET IN TOUCH WITH US NOW!

Over the years, skills development has become increasingly important and therefore we are committed to helping our clients achieve the highest rating possible in terms of the BBBEE Scorecard.

We work hand in hand with our clients to ensure that they receive the best training solutions and learnership programs to enable individuals to acquire the necessary skills, while at the same time achieving the maximum points for their BBBEE Scorecard. We help you to claim your SETA Mandatory and Discretionary Grants and assist you in obtaining a substantial tax rebate from SARS.

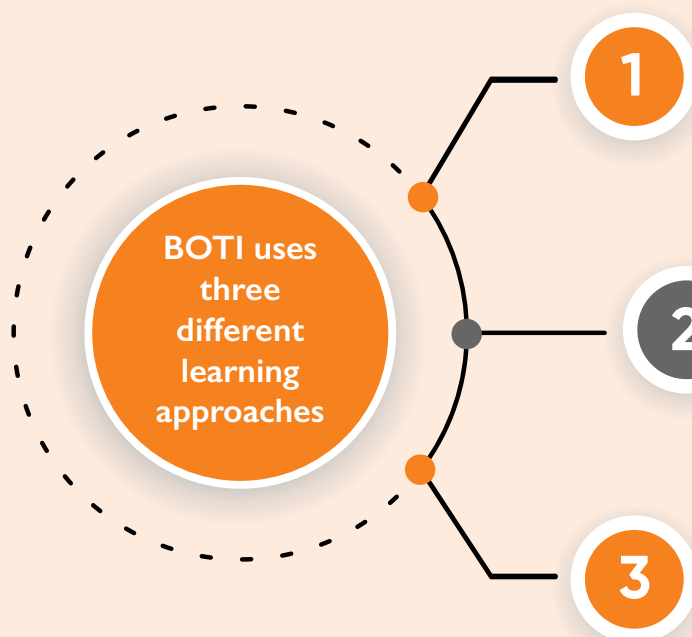
Recognition of Prior Learning (RPL) Learnerships enable individuals to obtain credit for knowledge, experience and skills that they already have. This allows them to obtain an accredited qualification over a 12 month period, with less time spent away from the workplace.

While we believe that all training one receives is an important step towards achieving growth, we place a great deal of focus on accredited courses.

**Business Optimization Training Institute caters for a number of Learnership (10 Services Seta, 1 MICT Seta: 5 QCTO) courses that include:**

- Business Administration (NQF Level 2,3,4)
- Generic Management (NQF Level 3,4, 5)
- Occupationally Directed Education Training and Development Practices (NQF Level 5)
- Further Education and Training Certificate: Project Management (NQF Level 04)

## LEARNING APPROACHES



### IN-CLASS TRAINING

Our in-class face-to-face training is classroom-based that is conducted at a dedicated BOTI training venue or at the client's own premises.

2

### VIRTUAL TRAINING

BOTI's instructor-led virtual training is conducted either via Zoom or Microsoft Teams.

3

### E-LEARNING

Our E-learning training is accessed via BOTI's Learning Management System (LMS) platform. Delegates are provided with a unique login and progress is tracked and monitored.

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## CAREER SUCCESS INSIGHT

Research conducted by Harvard University has concluded that



**85% of Job Success comes from having well-developed Soft-Skills and People Skills.**

Only 15% of Job Success comes from technical skills and knowledge.

# Our customers are experts in many different industries - we're experts in one.

Soft Skills and PC training services is what we do best. Let us do it for you



## Join BOTI's Family

BOTI has trained thousands of delegates from over 700 organizations over 10 years, including Government, major corporations, small entities and individuals.

**750**  
Organizations



## High quality standards and customer service excellence

BOTI is accredited with the Services SETA, MICT Seta and EDTP SETA for 12 qualifications and over 200 unit standards. To obtain and keep this accreditation requires us to meet various standards (e.g. QMS System with policies and procedures).



**12**  
Qualifications  
**200+**  
Unit Standards



## Your course. Your choice

Choose from over 400 non-accredited courses and over 500 accredited public course dates. We offer courses at various levels, from Adult Basic Training (ABET) to specialized courses such as Management and Leadership, Microsoft Suite, Lean Six Sigma, Key Negotiation Skills, Business Communication Skills and Project Management.



## A few of many testimonials include

"I benefited from the knowledge of the qualities of a good leader..... At the end of the course I felt more confident in leading people. Getting the knowledge of working with people. Before, I thought being a manager was enough....but I discovered a manager is supposed to act as a leader as well...."

"I learnt much more than I knew! The course has made me understand how to become more confident and professional..... Managing diary and arranging bookings. The course has improved my confidence and assertiveness and I feel that I can handle whatever comes my way! I plan to put my new skills to work in diary management - especially arranging itineraries and flight bookings etc..."



## Maximize return on training investment

By taking advantage of economies of scale. The bigger the group the more economical the investment in training. Benefit from the flexibility of bespoke courses for 1 - 20 people per group or take advantage of our competitively priced Public Courses. Our website allows you to instantly obtain quotes to make comparisons.



**1-20 people per group**



## Attend training anywhere

BOTI services both local and foreign delegates across South Africa (e.g. Johannesburg, Pretoria, Cape Town, Bloemfontein, Durban, Gqeberha and East London). We have more than 40 trainers on our database and are driven by a passion for lifelong learning.



**40 Trainers**



## Raise your BBBEE Scorecard

BOTI is a 100% black women owned, Level 1 Broad Based Black Economic Empowerment (BBBEE) empowered entity.

### Recognition of Prior Learning (RPL) Qualifications/Learnerships

Take advantage of BOTI's 5 different Recognition of Prior Learning (RPL) Qualifications/Learnerships and accredited courses to further improve your BBBEE Score. Our Learnerships also offer various tax benefits.



## Courses that make a difference

Transform yourself and/or your staff.

Our courses encourage active participation using:

**Break-away sessions:** Relevant business exercises

**Role-plays/simulations:** Questionnaires/checklists/discussions

**Training material:** All training material is inclusive

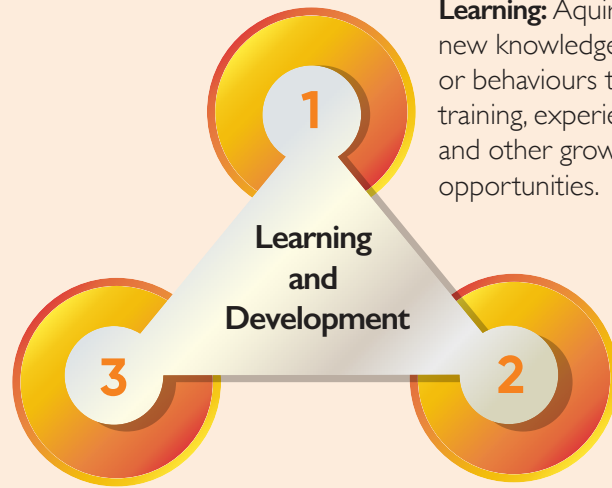
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**Learning:** Acquiring new knowledge, skills, or behaviours through training, experience and other growth opportunities.

**Together:** In an organisational context, learning and development encompasses initiatives designed to improve employee performance and drive business success through ongoing skill and capability building.

**Development:** An ongoing long-term process of enhancing professional capabilities and career progression.

**Why Is Skills Development Essential??**

- More Skilled workforce
- Efficient Work Processes
- Empowered work Ethic
- Motivated Staff
- Happy Customers
- .....IMPROVES BUSINESS PRODUCTIVITY (ROI)

**WHO IS RESPONSIBLE FOR SKILLS DEVELOPMENT IN A BUSINESS/ORGANIZATION?**

- Human Resources Department
- Line Managers (Executive/Senior/Junior/Supervisors)
- General Staff

**WHAT COURSES TO DO?**

- Analyse where are your business weaknesses?
- In which business unit or department do these weaknesses/development areas reside?
- Which Managers have developmental areas?
- Which general staff members have development areas?

Now choose a course that's suited from our range of over 300 courses...



**Select Course**



**Get Price**



**Sign the  
Booking Form**



**Start Training**

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## SKILLS DEVELOPMENT AREAS PER CATEGORY



## INTRODUCTION TO HUMAN RESOURCE MANAGEMENT COURSES:

Get in tune with the dynamic and essential field of Human Resource Management (HRM) courses! In today's fast-paced and ever-evolving business landscape, organizations recognize the pivotal role that effective human resource practices play in achieving success. HRM courses are designed to equip individuals with the knowledge and skills necessary to navigate the intricate world of managing people within an organization.

These courses delve into a broad spectrum of topics, ranging from recruitment and talent acquisition to employee development, performance management, and strategic HR planning. Participants will gain insights into the intricacies of fostering a positive workplace culture, understanding labour laws, and implementing HR policies that align with organizational goals.

Human Resource Management courses not only focus on the theoretical foundations of HR practices but also provide practical applications to prepare students for real-world challenges. Whether you are an aspiring HR professional, a manager seeking to enhance your leadership skills, or an entrepreneur aiming to build and manage a productive team, these courses offer valuable insights into the complexities of human resource dynamics.

Emphasizing the importance of ethical practices, diversity and inclusion, and the ever-growing influence of technology in HR, these courses are designed to shape well-rounded professionals capable of adapting to the evolving needs of the workforce.



Become part of the exciting field of Human Resource Management, where you will explore the critical role HR plays in shaping organizational success and fostering a workplace environment that values and empowers its greatest asset – its people.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>HR &amp; LABOUR</b>				
Chairing Disciplinary Hearings - Non Accredited-3 Days	39	11	NA	NA
Effective Disciplinary Hearing Training Course - Non Accredited-2 Days	34	6	NA	NA
Effectively Manage Human Resources & Labour Relations - Accredited-3 Days	46	16	NA	NA
Employee Motivation Employee Motivation - Non Accredited-1 Day	40	12	NA	NA
Employee Onboarding - Non Accredited-1 Day	40	12	NA	NA
Employee Recognition - Non Accredited-1 Day	40	12	NA	NA
Employee Recruitment - Non Accredited-1 Day	40	12	NA	NA
Hiring Strategies - Non Accredited-1 Day	40	12	NA	NA
HIV/AIDS Workplace Management Training Course - Non Accredited-1 Day	40	12	NA	NA
Human Resource Management - Non Accredited-1 Day	40	12	NA	NA
Lead people development and talent management -Accredited-3 Days	46	16	NA	NA
Measuring Results From Training - Non Accredited-1 Day	40	12	NA	NA
Millennial Onboarding - Non Accredited-1 Day	40	12	NA	NA
Recruit and select candidates to fill defined positions - Accredited-3 Days	46	16	NA	NA
Talent Management - Non Accredited-1 Day	40	12	NA	NA
Workplace Harassment - Non Accredited-1 Day	40	12	NA	NA
Workplace Violence - Non Accredited-1 Day	40	12	NA	NA

[Click here to select course](#)

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## INTRODUCTION TO COMPLIANCE COURSES:

Explore the field of Compliance Training, where knowledge meets regulatory precision. Our courses are designed to equip individuals and organizations with the essential skills and insights needed to navigate the intricate landscape of compliance. Whether you are venturing into legal frameworks, industry-specific regulations, or data protection laws, our comprehensive training programs ensure that you are well-prepared to meet the challenges of compliance with confidence. Our diverse range of courses are meticulously crafted to unravel the complexities of compliance in South Africa, including specialized modules on POPI (Protection of Personal Information), CPA (Consumer Protection Act), and PFMA (Public Finance Management Act).

**“These courses provide a deep dive into the foundations of legislative systems, helping participants comprehend the development, interpretation, and enforcement of laws.”**

These offerings provide a thorough exploration of legal frameworks, industry regulations, and specific acts, ensuring a comprehensive grasp of compliance intricacies in the South African context. Prepare to navigate the dynamic regulatory landscape to ensure the highest standards of integrity and adherence to regulations are upheld.

Whether you seek to enhance your legal acumen, stay abreast of regulatory changes, or contribute to the development of sound legislative policies, Compliance courses offer a rich learning experience. Find out how to unravel the complexities of legal systems, and empower yourself to navigate the intricate pathways of legislation with confidence and expertise.



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<b>COMPLIANCE</b>				
POPI (Protection of Personal Information Act) Basic Training Course - Non Accredited-2 Days	34	6	NA	NA
Public Finance Management Training Course - Non Accredited-2 Days	44	14	NA	NA
The Consumer Protection Act Fundamentals Training Course - Non Accredited-1 Day	41	13	NA	NA

[Click here to select course](#)

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## INTRODUCTION TO EMPLOYMENT EQUITY AND BBBEE (BROAD- BASED BLACK ECONOMIC EMPOWERMENT) COURSES:

Step into the world of Employment Equity and BBBEE courses, where the pursuit of fairness, inclusivity, and economic empowerment takes centre stage. These courses are designed to provide a comprehensive understanding of the policies and practices aimed at fostering equality and promoting economic transformation in the workplace.



Employment Equity courses delve into the principles and strategies designed to eliminate discrimination and ensure equal opportunities for all employees, irrespective of race, gender, or other designated attributes. Participants will explore the legal frameworks, reporting requirements, and practical measures needed to create diverse and inclusive workplaces.

On the other hand, BBBEE courses focus on the South African context, emphasizing the importance of economic empowerment for previously disadvantaged individuals. Participants will gain insights into the BBBEE scorecard, transformation charters, and the various elements that contribute to achieving meaningful and sustainable economic empowerment in businesses.

Both Employment Equity and BBBEE courses aim to equip individuals, businesses, and organizations with the knowledge and tools necessary to navigate the complexities of these initiatives. By fostering a deeper understanding of diversity, inclusivity, and economic transformation, participants will be better positioned to contribute to the development of equitable workplaces and drive positive change within their communities.

Partner with us in improving your knowledge that stretches beyond compliance, empowering you to embrace the principles of Employment Equity and BBBEE as catalysts for a more just, inclusive, and economically empowered future.

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<b>BBBEE &amp; EMPLOYMENT EQUITY / CONFLICT &amp; CHANGE MANAGEMENT</b>				
Adding value in Managing a Diverse Workforce - Accredited-2 Days	44	14	NA	NA
Black Economic Empowerment Fundamentals Training Course - Non Accredited-1 Day	41	13	NA	NA
Change Management - Non Accredited-1 Day	40	12	NA	NA
Conflict Resolution - Non Accredited-1 Day	40	12	NA	NA
Diversity Management Training Course - Non Accredited-2 Days	34	6	NA	NA
Employment Equity Fundamentals Training Course - Non Accredited-2 Days	34	6	NA	NA
Empower yourself with Essential Conflict Management Skills - Accredited-2 Days	44	14	NA	NA
Formulate recommendations for a change process -Accredited-3 Days	46	16	NA	NA
Workplace Diversity - Non Accredited-2 Days	34	6	NA	NA

[Click here to select course](#)

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# INTRODUCTION TO HEALTH AND SAFETY COURSES:

Learn how to ensure that your workplace is safe and secure with our Health and Safety Courses, where the well-being of individuals and the integrity of workplaces take precedence. In an era that places a premium on the health and safety of employees, communities, and the environment, these courses are essential for individuals and organizations committed to fostering secure and healthy work environments.

Health and Safety Courses provide a comprehensive exploration of the principles, regulations, and practices aimed at preventing accidents, injuries, and occupational hazards. Participants will delve into risk assessment, emergency preparedness, and the development of effective safety policies, gaining the knowledge and skills necessary to create and maintain secure working conditions.

These courses cover a wide range of topics, including occupational health, safety management systems, compliance with industry standards, and the role of individuals in promoting a culture of safety. Whether you are an aspiring safety professional, a manager responsible for workplace well-being, or an employee seeking to enhance your safety awareness, these courses offer valuable insights applicable to various industries.



The dynamic nature of Health and Safety Courses is emphasized, reflecting the ever-evolving landscape of regulations and best practices. Participants will be equipped to identify potential hazards, implement preventive measures, and respond effectively to emergencies, contributing to the overall resilience and sustainability of their workplaces.

Become a champion of the health and safety of individuals and communities. Health and Safety Courses empower participants to foster a culture of well-being, ensuring that workplaces become environments where everyone can thrive safely.

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<b>HEALTH &amp; SAFETY</b>				
Health and Wellness at Work - Non Accredited-1 Day	40	12	NA	NA
Occupational Health & Safety - Non Accredited-2 Days	34	6	NA	NA
Safety In The Workplace - Non Accredited-1 Day	40	12	NA	NA

[Click here to select course](#)

**“Health and Safety Courses provide a comprehensive exploration of the principles, regulations, and practices aimed at preventing accidents, injuries, and occupational hazards.”**

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**“The training was well executed and a high quality. 5 out of 5 candidates gave an overall score of 5 out of 5.**

**Comments included:**

- **‘My writing style will drastically improve.’**
- **‘Content & material well received and practical’**
- **‘Interactive learning’**

**We would like to recommend  
BOTI for future trainings.”**

- Communicare



# INTRODUCTION TO RISK COURSES:

Expand your knowledge of how managing risk plays an important role in your organization with our Risk Courses, where the art and science of managing uncertainties take centre stage. In a world shaped by complexity, volatility, and constant change, understanding and navigating risks is a critical skill for individuals and organizations alike.

Risk Courses offer a comprehensive exploration of the principles, methodologies, and strategies involved in identifying, assessing, and mitigating risks. Participants will delve into various types of risks, including financial, operational, strategic, and compliance-related, gaining insights into the dynamic landscape of risk management.

These courses cover a broad spectrum of topics, ranging from risk analysis and modeling to the development of

risk management frameworks and the integration of risk into strategic decision-making processes. Whether you are an aspiring risk professional, a manager seeking to enhance your organization's resilience, or an entrepreneur navigating the uncertainties of business, these courses provide valuable tools and perspectives.

The dynamic nature of Risk Courses reflects the ever-changing risk landscape, incorporating the latest industry practices and technological advancements. Participants will develop the skills to anticipate, respond to, and capitalize on risks, fostering a proactive and strategic approach to risk management.

Learn how to turn uncertainties into opportunities. Risk Courses empower individuals to navigate complexities, make informed decisions, and contribute to the creation of resilient and sustainable organizations. Explore the world of risk, where knowledge becomes a powerful tool in the pursuit of success amidst uncertainty

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<b>RISK MANAGEMENT</b>				
Conquering Risk Management Course - Accredited-3 Days	46	16	NA	NA
Cyber security - Non Accredited-1 Day	40	12	NA	NA
Risk Assessment and Management - Non Accredited-2 Days	34	6	NA	NA

[Click here to select course](#)

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- Executive Secretary/PA
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- Leadership Coaching (1on1)
- Process Improvement and Business Optimization
- ETDP/SDF/Facilitator, Assessor, Moderator
- MS Office
- MS SQL, Power BI
- MS Sharepoint
- Graphic Design
- Programming Courses
- Full Qualifications and Learnerships

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## INTRODUCTION TO SUPPLY CHAIN AND PROCUREMENT COURSES:

Find out what Supply Chain Management is all about and where your organization fits into the overall scheme of things with our Supply Chain and Procurement Courses, where the intricate dance of sourcing, purchasing, and delivering goods and services comes to life. In an era of global connectivity and dynamic market forces, understanding the nuances of supply chain management and procurement is essential for individuals and organizations striving for efficiency, cost-effectiveness, and sustainability.

Supply Chain Courses provide a comprehensive exploration of the end-to-end processes involved in the production and distribution of goods or services. Participants will delve into logistics, inventory management, demand forecasting, and the strategic design of supply chain networks. These courses equip individuals with the knowledge and skills necessary to optimize the flow of products and information across the entire supply chain.

On the other hand, Procurement Courses focus on the strategic acquisition of goods and services. Participants will explore vendor management, contract negotiation, ethical sourcing, and sustainable procurement practices. These courses empower individuals to make informed decisions, minimize risks, and contribute to the overall success of their organizations through effective procurement strategies. The dynamic nature of both Supply Chain and Procurement Courses reflects the evolving landscape of global markets, technological advancements, and sustainability considerations. Participants will be prepared to navigate challenges, leverage emerging trends, and contribute to the creation of resilient and socially responsible supply chains.



# “Participants will delve into logistics, inventory management, demand forecasting, and the strategic design of supply chain networks.”

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>SUPPLY CHAIN / CONTRACTING/ PROCUREMENT / SERVICE PROVIDER MANAGEMENT</b>				
Contract Management - Non Accredited-1 Day	40	12	NA	NA
Governance & Efficiency in Tendering and Supply Chain Management Course - Non Accredited-3 Days	39	11	NA	NA
Manage service providers in a selected organization - Accredited-3 Days	46	16	NA	NA
Mastering Service Level Agreements and Contracts - Accredited-3 Days	46	16	NA	NA
Mastering Service Level Agreements and Contracts Course - Non Accredited-3 Days	39	11	NA	NA
Procurement Supply Chain Management Training Course - Non Accredited-2 Days	34	6	NA	NA
Supply Chain Management - Non Accredited-1 Day	40	12	NA	NA
Tender to secure business for a new venture - Accredited-3 Days	46	16	NA	NA

[Click here to select course](#)

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## INTRODUCTION TO CORPORATE GOVERNANCE COURSES:

Brush up on your knowledge of ethical corporate structures with our Corporate Governance Courses, where the principles of accountability, transparency, and ethical decision-making shape the foundation of responsible business practices. **In an era where corporate behaviour is under increasing scrutiny, understanding** and implementing effective corporate governance is paramount for individuals and organizations committed to long-term success and ethical leadership.



Corporate Governance Courses offer a comprehensive exploration of the structures, processes, and policies that guide the interactions between corporate boards, management, shareholders, and other stakeholders. Participants will **delve into topics such as board composition, risk management, ethical considerations,** and regulatory compliance, gaining insights into the intricacies of creating and maintaining robust governance frameworks.

These courses emphasize the importance of aligning corporate strategies with the interests of stakeholders, fostering a culture of integrity, and enhancing overall organizational performance. Whether you are an aspiring governance professional, a board member, or a business leader aiming to enhance governance practices within your

organization, these courses provide essential tools and perspectives.

The dynamic nature of Corporate Governance Courses reflects the evolving landscape of business ethics, regulatory environments, and stakeholder expectations. Participants will be equipped to navigate complex governance challenges, contribute to the development

of ethical corporate cultures, and play a crucial role in building trust and resilience within their organizations.

Become more informed around what elevates the standards of corporate behaviour and governance. Corporate Governance Courses empower individuals to champion ethical leadership, cultivate transparency, and drive sustainable business practices.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>CORPORATE GOVERNANCE/ ETHICS</b>				
Corporate Governance and Ethics Training Course - Non Accredited-3 Days	39	11	NA	NA
Ethics & Fraud Training -Accredited-2 Days	44	14	NA	NA

[Click here to select course](#)

**“Corporate Governance Courses offer a comprehensive exploration of the structures, processes, and policies that guide the interactions between corporate boards, management, shareholders, and other stakeholders.”**

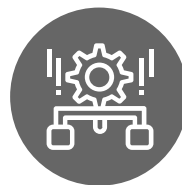
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## **INTRODUCTION TO CHANGE, CONFLICT AND DIVERSITY COURSES:**

Access the transformative world of Change, Conflict, and Diversity Courses, where the dynamics of organizational evolution, resolution, and inclusivity take centre stage. In an era characterized by rapid change, diverse workplaces, and the inevitable presence of conflicts, understanding these elements is crucial for individuals and organizations striving for adaptability, harmony, and innovation.

Change Courses delve into the theories and methodologies of managing organizational change. Participants explore strategies for leading successful transitions, fostering a culture of adaptability, and navigating the complexities of change management. Whether you are a leader spearheading organizational transformations or an individual navigating personal change, these courses offer valuable insights into the nuances of change dynamics.

Conflict Courses focus on the constructive management and resolution of conflicts within diverse work environments. Participants gain skills in effective communication, negotiation, and mediation, fostering environments where conflicts become opportunities for growth and collaboration. These courses are designed for anyone seeking to navigate interpersonal conflicts and contribute to the creation of positive and productive workplace cultures.

Diversity Courses provide a comprehensive exploration of the importance of embracing diversity and inclusion in today's globalized world. Participants delve into the benefits of diverse teams, cultural competence, and strategies for building inclusive environments.

These courses empower individuals to appreciate differences, foster belonging, and contribute to organizations that thrive on diversity.

The dynamic nature of Change, Conflict, and Diversity Courses reflects the evolving landscape of workplaces, societal expectations, and the need for inclusive and adaptable organizational cultures. Participants will be equipped to lead change initiatives, manage conflicts effectively, and champion diversity and inclusion within their spheres of influence. Celebrate the richness of change, conflict, and diversity. Change, Conflict, and Diversity Courses empower individuals to navigate complexities, foster positive environments, and contribute to the creation of resilient and innovative organizations. Uncover more about diversity, where knowledge becomes a catalyst for positive transformation and growth.

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<b>BBBEE &amp; EMPLOYMENT EQUITY / CONFLICT &amp; CHANGE MANAGEMENT</b>				
Adding value in Managing a Diverse Workforce - Accredited-2 Days	44	14	NA	NA
Black Economic Empowerment Fundamentals Training Course - Non Accredited-1 Day	41	13	NA	NA
Change Management - Non Accredited-1 Day	40	12	NA	NA
Conflict Resolution - Non Accredited-1 Day	40	12	NA	NA
Diversity Management Training Course - Non Accredited-2 Days	34	6	NA	NA
Employment Equity Fundamentals Training Course - Non Accredited-2 Days	34	6	NA	NA
Empower yourself with Essential Conflict Management Skills - Accredited-2 Days	44	14	NA	NA
Formulate recommendations for a change process -Accredited-3 Days	46	16	NA	NA
Workplace Diversity - Non Accredited-2 Days	34	6	NA	NA

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## INTRODUCTION TO FINANCE COURSES:

Invest in improving your knowledge of all things finance with our Finance Courses, where the principles of managing money, making informed investment decisions, and understanding the intricacies of financial markets come to life. In an era where financial literacy is a key driver of success, these courses are designed to equip individuals with the knowledge and skills necessary to navigate the complex landscape of finance.

**“The feedback overall was that the training was excellent and of a high quality.”**  
- Linked Thoughts

Finance Courses offer a comprehensive exploration of various financial disciplines, covering topics such as financial analysis, investment strategies, risk management, and corporate finance. Whether you are an aspiring finance professional, a business leader looking to enhance your financial acumen, or an individual seeking to make informed personal financial decisions, these courses provide a solid foundation for understanding and mastering financial concepts.

Participants will delve into the principles of financial planning, budgeting, and investment, gaining insights into how to optimize resources and make strategic financial decisions. The courses also address the dynamic nature of financial markets, exploring the impact of economic factors, technological advancements, and global trends on financial decision-making.

The practical application of theoretical knowledge is emphasized in Finance Courses, ensuring that participants are not only well-versed in financial theories but also capable of applying them in real-world scenarios. From understanding financial statements to evaluating investment opportunities, these courses prepare individuals to navigate the complexities of the financial landscape with confidence.

Unlock the world of finance. Finance Courses empower individuals to make sound financial decisions, analyze investment opportunities, and contribute to the financial success of businesses and organizations. Partner with us in exploring these courses, where knowledge becomes a powerful tool in the pursuit of financial well-being and success.



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<b>FINANCE</b>				
Apply the budget function in a business unit - Accredited-3 Days	46	16	NA	NA
Basic Bookkeeping - Non Accredited-2 Days	34	6	NA	NA
Basic Business Finance Training Course - Non Accredited-2 Days	34	6	NA	NA
Budgets And Financial Reports - Non Accredited-1 Day	40	12	NA	NA
Describe and assist in the control of fraud in an office environment - Accredited-3 Days	46	16	NA	NA
Finance For Non Finance Managers - Accredited-3 Days	46	16	NA	NA
Sage Pastel Introduction to Bookkeeping Fundamentals - Non Accredited-2 Days	72	62	4	32
Sage Pastel Partner 14 Advanced - Non Accredited-2 Days	72	62	4	32
Sage Pastel Partner 14 Intermediate - Non Accredited-4 Days	74	65	7	35
Sage Pastel Partner Bundle Version 14 Training Course - Non Accredited-5 Days	75	66	8	36
Sage Pastel Payroll Administration - Non Accredited-5 Days	75	66	8	36
Sage Pastel Xpress Version V14 Training Course - Non Accredited-3 Days	71	61	3	31

[Click here to select course](#)

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## INTRODUCTION TO BUSINESS COURSES:

Get acquainted with the mechanics of business with our dynamic and diverse range of Business Courses, where the principles of commerce, management, and entrepreneurship converge to shape the foundations of success. In an ever-evolving global landscape, understanding the intricacies of business is essential for individuals aspiring to lead, innovate, and contribute to the growth of organizations.

**“Participants will delve into the principles of organizational behavior, strategic planning, market analysis, and financial management.”**

Business Courses offer a comprehensive exploration of various facets of the business world, covering topics such as management, marketing, finance, strategy, and entrepreneurship. Whether you're an aspiring business professional, a seasoned manager seeking to enhance your leadership skills, or an entrepreneur embarking on a new venture, these courses provide a solid foundation for navigating the complexities of the business environment.

Participants will delve into the principles of organizational behavior, strategic planning, market analysis, and financial management. The courses also emphasize the importance of innovation, ethical business practices, and the role of technology in shaping modern businesses. The practical application of theoretical knowledge is a key focus in Business Courses, ensuring that participants are not only well-versed in business theories but also capable of applying them in real-world scenarios. From understanding customer behavior to developing effective business strategies, these courses prepare individuals to face the challenges and opportunities of the business world with confidence.

Unlock the secrets of successful business practices. Business Courses empower individuals to think critically, make informed decisions, and contribute to the sustainable growth of businesses and organizations.



COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>BUSINESS</b>				
Business Acumen - Non Accredited-1 Day	40	12	NA	NA
Business Ethics - Non Accredited-1 Day	40	12	NA	NA
Business Succession Planning - Non Accredited-2 Days	34	6	NA	NA
Entrepreneurship - Non Accredited-1 Day	40	12	NA	NA
Essentials of Business Management - Non Accredited-4 Days	38	10	NA	NA
Monitoring and Evaluation Course - Accredited-3 Days	46	16	NA	NA
Plan strategically to improve new venture performance - Accredited-3 Days	46	16	NA	NA

[Click here to select course](#)

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## INTRODUCTION TO WORKPLACE ESSENTIAL COURSES:

Embrace the New World of Work with our Workplace Essential Courses, where the fundamental skills and knowledge needed for success in today's dynamic work environments come to the forefront. In an era marked by rapid technological advancements, diverse teams, and evolving job roles, these courses are designed to equip individuals with the essential tools to thrive in the modern workplace.

Workplace Essential Courses cover a broad spectrum of skills and competencies crucial for professional development. From effective communication and time management to problem-solving, teamwork, and adaptability, these courses provide a comprehensive foundation for success in any workplace setting.

Participants will delve into the principles of interpersonal skills, conflict resolution, and emotional intelligence, gaining insights into building positive relationships and fostering a collaborative work culture. The courses also address the importance of digital literacy, critical thinking, and continuous learning, preparing individuals to navigate the ever-changing demands of the contemporary workplace.

The practical application of knowledge is a key focus in Workplace Essential Courses, ensuring that participants not only understand the concepts but can also apply them to real-world scenarios. Whether you are an entry-level professional or a seasoned employee looking to refresh your skills, these courses provide valuable insights and tools to enhance your performance and contribute to a thriving workplace environment.

Learn the essential skills needed for success in the workplace. Workplace Essential Courses empower individuals to adapt, communicate effectively, and excel in their professional endeavours.



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<b>WORKPLACE ESSENTIALS</b>				
10 Soft Skills You Need 10 Soft Skills You Need - Non Accredited-1 Day	40	12	NA	NA
Appreciative Inquiry - Non Accredited-1 Day	40	12	NA	NA
Assertiveness Skills Training Course - Non Accredited-1 Day	40	12	NA	NA
Business Etiquette - Non Accredited-1 Day	40	12	NA	NA
Civility In The Workplace - Non Accredited-1 Day	40	12	NA	NA
Delivering Constructive Criticism - Non Accredited-1 Day	40	12	NA	NA
Developing Corporate Behavior - Non Accredited-2 Days	34	6	NA	NA
Essential Time Management Skills - Accredited-2 Days	44	14	NA	NA
Generation Gaps - Non Accredited-1 Day	40	12	NA	NA
Handling a Difficult Customer - Non Accredited-1 Day	40	12	NA	NA
Job Search Skills - Non Accredited-1 Day	40	12	NA	NA
Mastering Emotional Intelligence - Accredited-2 Days	44	14	NA	NA
Office Politics For Managers - Non Accredited-1 Day	40	12	NA	NA
Stress Management - Other - Non Accredited-1 Day	40	12	NA	NA
Stress Management Training - Non Accredited-1 Day	40	12	NA	NA
Time Management - Non Accredited-1 Day	40	12	NA	NA

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## INTRODUCTION TO ADMINISTRATION/OFFICE SUPPORT COURSES:

Streamline your work processes with our Administration and Office Support Courses, where the backbone of organizational efficiency and effectiveness is fortified. In the ever-evolving landscape of workplaces, these courses are designed to equip individuals with the essential skills and knowledge needed to excel in administrative and support roles.

Administration and Office Support Courses cover a diverse range of topics critical for success in office environments. From mastering office technologies and organizational systems to honing communication skills and time management, these courses provide a comprehensive foundation for professionals aspiring to thrive in administrative roles.

Participants will delve into the principles of office administration, record-keeping, and task prioritization, gaining insights into creating well-organized and productive workspaces. The courses also address customer service skills, interpersonal communication, and problem-solving, preparing individuals to handle the multifaceted responsibilities of administrative and support positions.

**“The courses also address customer service skills, interpersonal communication, and problem-solving, preparing individuals to handle the multifaceted responsibilities of administrative and support positions.”**

The practical application of knowledge is a key focus in Administration and Office Support Courses, ensuring that participants not only understand the theoretical concepts but can also apply them in real-world scenarios. Whether you are entering the workforce or seeking to enhance your administrative skills, these courses offer valuable insights and tools to contribute to the seamless functioning of offices and organizations.

Take the opportunity to cultivate the essential skills needed for success in administrative and office support roles. Administration and Office Support Courses empower individuals to manage tasks efficiently, communicate effectively, and play a crucial role in the smooth operation of workplaces.



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<b>ADMINISTRATION / OFFICE SUPPORT</b>				
Administrative Office Procedures - Non Accredited-1 Day	40	12	NA	NA
Administrative Support Administrative Support - Non Accredited-1 Day	40	12	NA	NA
Apply the principles of knowledge management - Accredited-3 Days	46	16	NA	NA
Digital Citizenship - Non Accredited-1 Day	40	12	NA	NA
Events Management Expertise - Accredited-2 Days	44	14	NA	NA
Mastering Asset and Inventory Management - Accredited-2 Days	44	14	NA	NA
Mastering Data & Records Management - Accredited-2 Days	44	14	NA	NA
Powerful Project Management (as a project team member) - Accredited-3 Days	46	16	NA	NA

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## **INTRODUCTION TO EXECUTIVE SECRETARIAL COURSES:**

Become a pillar of support with our Executive Secretarial Courses, where the artistry of administrative prowess and professional sophistication is cultivated. In the high-stakes arena of executive support, these courses are meticulously crafted to empower individuals with the advanced skills and strategic insights necessary to excel in roles supporting top-tier executives.

Executive Secretarial Courses encompass a refined set of topics critical for success in supporting executives and leadership teams. From mastering advanced communication techniques and organizational strategies to handling confidential information with discretion, these courses provide a comprehensive foundation for professionals aspiring to thrive in executive secretarial roles.

Participants will delve into the intricacies of executive-level communication, decision-making support, and project management, gaining insights into creating a seamless and efficient executive office environment. The courses also address advanced administrative skills, coordination of executive calendars, and strategic problem-solving, preparing individuals to excel in the multifaceted responsibilities inherent in supporting top-level executives.

**“The training and the facilitator was of a high quality. We highly recommend BOTI for training services.”**

- Shine

The practical application of knowledge is a central focus in Executive Secretarial Courses, ensuring that participants not only understand theoretical concepts but can also adeptly apply them in high-pressure and fast-paced executive settings. Whether entering the executive support field or seeking to enhance executive secretarial skills, these courses offer invaluable insights and tools to contribute to the smooth functioning and success of executive offices and organizations.

Make it a priority to learn the advanced skills necessary for success in executive secretarial roles. Executive Secretarial Courses empower individuals to navigate complex responsibilities, communicate effectively at the highest levels, and become indispensable assets in executive office environments. Explore these courses, where knowledge becomes the doorway to excellence in the dynamic world of executive secretarial support.

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<b>SECRETARIAL / RECEPTION</b>				
Archiving and records keeping - Non Accredited-1 Day	40	12	NA	NA
Executive and Personal Assistants - Non Accredited-1 Day	40	12	NA	NA
Executive Assistant, Personal Assistant and/or Administrator Training Development Course - Accredited-3 Days	39	11	NA	NA
Office Management Training Course - Non Accredited-1 Day	40	12	NA	NA
Organizational Skills - Non Accredited-1 Day	40	12	NA	NA
Professional Receptionist Training - Accredited-2 Days	44	14	NA	NA
The Professional Receptionist / PA - Non Accredited-2 Days	34	6	NA	NA

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## INTRODUCTION TO BUSINESS WRITING AND COMMUNICATION SKILLS COURSE:

Enter the gateway of effective communication and polished professional correspondence – the Business Writing and Communication Skills Course. In the contemporary business landscape, the ability to convey ideas clearly, persuasively, and professionally is a hallmark of success. This course is thoughtfully designed to equip individuals with the essential skills and insights needed to master the art of business writing and communication.

The Business Writing and Communication Skills Course covers a diverse array of topics critical for success in professional environments. From crafting clear and concise emails to developing comprehensive reports, persuasive proposals, and engaging business documents, this course lays a solid foundation for individuals aspiring to enhance their communication proficiency.

Participants will delve into the principles of effective communication strategies, audience analysis, and the nuances of tone and style in business writing. The course also addresses the integration of technology, social media etiquette, and adapting communication styles to diverse audiences, ensuring that participants are well-versed in the dynamic and evolving landscape of business communication.

The practical application of knowledge is a core focus in the Business Writing and Communication Skills Course, ensuring that participants not only understand theoretical concepts but can also adeptly apply them in real-world business scenarios. Whether you are an aspiring professional, a seasoned executive, or anyone seeking to elevate their communication skills, this course offers valuable insights and tools to navigate the complexities of business communication with confidence.

Sharpen your communication prowess and elevate your professional writing skills. The Business Writing and Communication Skills Course empower individuals to convey ideas effectively, build strong professional relationships, and thrive in the competitive world of business communication. Learn the techniques of what this course has to offer and improve your skills in the field of business writing and communication.



COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>COMMUNICATION /BUSINESS WRITING</b>				
Advanced Interpersonal Skills Training Course - Non Accredited-1 Day	69	58	1	29
Assertiveness And Self-Confidence - Non Accredited-1 Day	40	12	NA	NA
Body Language Basics - Non Accredited-2 Days	34	6	NA	NA
Business Communication Strategies: verbal/ non-verbal and written &" - Accredited"-3 Days	46	16	NA	NA
Business Writing - Non Accredited-1 Day	40	12	NA	NA
Business Writing Skills for function and Purpose -Accredited-3 Days	46	16	NA	NA
Chairing a Meeting with Confidence & Keeping Good Minutes - Accredited-2 Days	44	14	NA	NA
Collaborative Business Writing - Non Accredited-2 Days	34	6	NA	NA
Communication Strategies - Non Accredited-1 Day	40	12	NA	NA
Developing your Interpersonal Skills to Effectively Resolve Conflict - Accredited-2 Days	44	14	NA	NA
Email Etiquette - Non Accredited-1 Day	40	12	NA	NA
Interpersonal Skills - Non Accredited-1 Day	40	12	NA	NA
Key Negotiation Skills - Accredited-2 Days	44	14	NA	NA
Media And Public Relations - Non Accredited-1 Day	40	12	NA	NA
Present information in report format - Accredited-3 Days	46	16	NA	NA
Presentation Skills Training - Non Accredited-2 Days	34	6	NA	NA
Professional Business Writing and Communication Course - Non Accredited-3 Days	39	11	NA	NA
Professional Presentations Course - Accredited-2 Days	44	14	NA	NA
Social Intelligence Social Intelligence - Non Accredited-1 Day	40	12	NA	NA

[Click here to select course](#)

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- MS Office
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3. Price List

4. Booking Form



## **INTRODUCTION TO CUSTOMER SERVICE EXCELLENCE COURSE:**

Strive for excellence with our Customer Service Excellence course, where the pursuit of exceptional customer interactions becomes the cornerstone of organizational success. In today's competitive business landscape, the ability to provide unparalleled customer service is a defining factor that sets organizations apart. This course is meticulously designed to empower individuals with the skills and insights needed to deliver service excellence and create lasting positive impressions.

The Customer Service Excellence Course encompasses a comprehensive array of topics crucial for mastering the art of customer interaction. From understanding customer needs and expectations to effective communication, problem resolution, and creating a customer-centric culture, this course lays a robust foundation for individuals seeking to elevate their customer service skills.

Participants will delve into the principles of empathetic communication, active listening, and strategies for handling challenging situations with grace. The course also addresses the importance of building long-lasting customer relationships, leveraging technology for enhanced service delivery, and fostering a customer-centric mindset throughout the organization.

The practical application of knowledge is a central focus in the Customer Service Excellence Course, ensuring that participants not only comprehend theoretical concepts but can also seamlessly apply

them in real-world customer service scenarios. Whether you are a frontline service representative, a customer service manager, or anyone aiming to enhance their customer service skills, this course offers invaluable insights and tools to navigate the complexities of customer interactions with finesse.

Refine your customer service expertise and position yourself as a beacon of service excellence. The Customer Service Excellence Course empowers individuals to exceed customer expectations, build brand loyalty, and contribute to the overall success of organizations in today's customer-driven marketplace.

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<b>CUSTOMER CARE</b>				
Call Center Training - Non Accredited-1 Day	40	12	NA	NA
Call Centre Management - Non Accredited-1 Day	40	12	NA	NA
Creating a Great Webinar - Non Accredited-1 Day	40	12	NA	NA
Customer Service - Non Accredited-1 Day	40	12	NA	NA
Customer Service Excellence - Accredited-2 Days	44	14	NA	NA
Customer Service Excellence Training Course - Non Accredited-1 Day	40	12	NA	NA
Customer Support - Non Accredited-1 Day	40	12	NA	NA
Developing a Lunch and Learn - Non Accredited-1 Day	40	12	NA	NA
Handling Difficult People & Situations Training Course - Non Accredited-1 Day	40	12	NA	NA
Slick and Confident Telephone Management Techniques - Accredited-2 Days	44	14	NA	NA
Social Media In The Workplace - Non Accredited-1 Day	40	12	NA	NA
Telephone Skills & Etiquette - Non Accredited-1 Day	40	12	NA	NA
Telework And Telecommuting - Non Accredited-1 Day	40	12	NA	NA

[Click here to select course](#)

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## INTRODUCTION TO SALES AND MARKETING COURSE:

Make your mark, promote your brand and learn the arts of Sales and Marketing, where the art of persuasion, strategic thinking, and customer engagement converge to drive business success. In the ever-evolving landscape of commerce, the ability to navigate the intricacies of sales and marketing is a pivotal skill set for professionals aiming to propel their careers and contribute to organizational growth. This course is meticulously designed to equip individuals with the knowledge and skills essential for mastering the dynamic realms of sales and marketing.

The Sales and Marketing Course encompasses a comprehensive range of topics crucial for success in these dynamic fields. From understanding consumer behavior and market trends to crafting compelling marketing strategies and executing effective sales techniques, this course lays a robust foundation for individuals aspiring to excel in sales and marketing roles.

Participants will delve into the principles of market segmentation, brand management, digital marketing, and the intricacies of successful sales negotiations. The course also addresses the integration of cutting-edge technologies, data analytics, and social media into contemporary sales and marketing practices, ensuring that participants are well-versed in the ever-evolving landscape of these industries.

**“We highly recommend the services of BOTI. BOTI has consistently and expertly delivered quality training services in respect of our Soft Skills requirements.”**

- SATSA

The practical application of knowledge is a central focus in the Sales and Marketing Course, ensuring that participants not only grasp theoretical concepts but can also adeptly apply them in real-world scenarios. Whether you are a budding sales professional, a marketing enthusiast, or anyone looking to enhance their skills in these dynamic fields, this course offers valuable insights and tools to navigate the complexities of sales and marketing with finesse.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>SALES &amp; MARKETING</b>				
Coaching Sales People - Non Accredited-1 Day	40	12	NA	NA
Effective Sales Training Course - Non Accredited-1 Day	40	12	NA	NA
Identify brand mix elements - Accredited-3 Days	46	16	NA	NA
Internet Marketing Fundamentals - Non Accredited-1 Day	40	12	NA	NA
Marketing Basics - Non Accredited-1 Day	40	12	NA	NA
Marketing Courses Training Course - Non Accredited-2 Days	34	6	NA	NA
Marketing Fundamentals Training Course - Non Accredited-1 Day	40	12	NA	NA
Motivating Your Sales Team - Non Accredited-1 Day	40	12	NA	NA
Multi-Level Marketing - Non Accredited-1 Day	40	12	NA	NA
Overcoming Sales Objections - Non Accredited-1 Day	40	12	NA	NA
Professional Selling Over the Phone Training Course - Non Accredited-1 Day	40	12	NA	NA
Sales Fundamentals - Non Accredited-1 Day	40	12	NA	NA
Sales Skilled: Advanced Training Course - Non Accredited-1 Day	40	12	NA	NA
Top Ten Sales Secrets - Non Accredited-1 Day	40	12	NA	NA
Trade Show Staff Training - Non Accredited-1 Day	40	12	NA	NA
Web Design_ HTML & CSS Bundle (Level 1&2) - Non Accredited-2 Days	72	62	4	32
Web Design_HTML & CSS Advanced - Non Accredited-1 Day	76	64	9	37
Web Design_HTML & CSS Beginners - Non Accredited-1 Day	76	64	9	37
Supervisory / Team Leader Development				
Supervising Others - Non Accredited-1 Day	40	12	NA	NA
Taking charge as a Leader & Closing the Gap between Specialist and Manager - Accredited-3 Days	46	16	NA	NA
Teamwork And Team Building - Non Accredited-1 Day	40	12	NA	NA
Virtual Team Building And Management - Non Accredited-1 Day	40	12	NA	NA

[Click here to select course](#)

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## INTRODUCTION TO EXECUTIVE/SENIOR LEADERSHIP COURSE:

Confidently take the helm and lead with our Executive/Senior Leadership Course, a transformative journey designed for seasoned professionals aspiring to elevate their leadership impact. In today's fast-paced business landscape, executive and senior leaders are tasked with steering organizations through complex challenges and driving sustainable success. This course is tailored to equip participants with advanced leadership strategies, strategic insights, and the skills needed to excel in high-level roles.

The Executive/Senior Leadership Course covers a spectrum of critical topics, from mastering strategic decision-making to fostering an innovative and resilient organizational culture. Participants will delve into effective communication at the executive level, stakeholder management, and the integration of contemporary leadership principles, ensuring they are well-prepared for the dynamic challenges inherent in executive roles.

This course is not just about theoretical concepts; it emphasizes practical application, providing participants with the tools to navigate real-world executive scenarios. Whether you are an experienced executive, a senior manager eyeing leadership roles, or a leader aiming to refine your strategic skills, this course offers invaluable insights to enhance your executive and senior leadership capabilities. Enhance your leadership acumen. The Executive/Senior Leadership Course empowers individuals to lead with vision, navigate complexities with confidence, and contribute significantly to the sustained growth and prosperity of organizations.



**“The Executive/Senior Leadership Course covers a spectrum of critical topics, from mastering strategic decision-making to fostering an innovative and resilient organizational culture.”**

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<b>EXECUTIVE &amp; SENIOR MANAGEMENT</b>				
Being A Likeable Boss - Non Accredited-1 Day	40	12	NA	NA
Build Winning Teams to Achieve Company Objectives - Accredited-2 Days	44	14	NA	NA
Executive & Senior Management Program - Non Accredited-3 Days	39	11	NA	NA
Leadership and People Management (3 Days) - Non Accredited-3 Days	39	11	NA	NA
Manager Management - Non Accredited-1 Day	40	12	NA	NA
Servant leadership - Non Accredited-1 Day	40	12	NA	NA

[Click here to select course](#)

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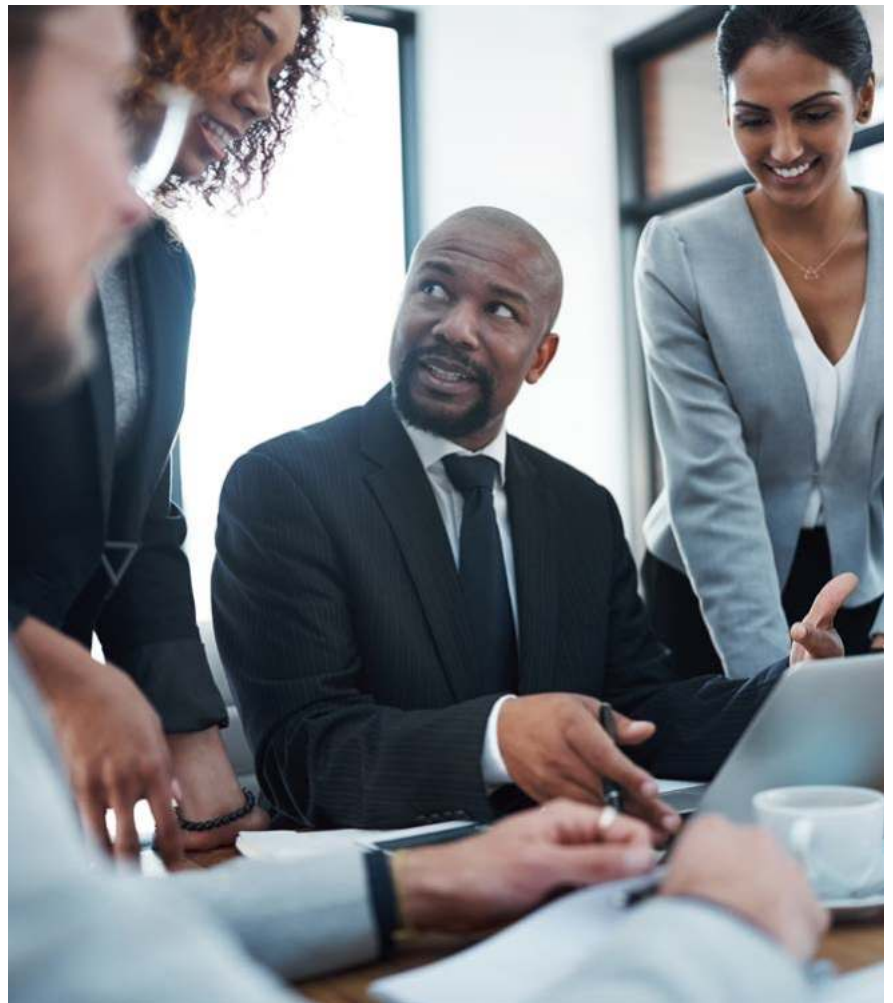
4. Booking Form



## **INTRODUCTION TO OUR LEADERSHIP COURSES (EXECUTIVE/SENIOR/ MIDDLE MANAGER/ JUNIOR/SUPERVISORY):**

Take the leap and learn to lead with one of our Leadership Courses, and embark on a transformative journey designed for individuals seeking to unleash their leadership potential and make a lasting impact in their professional spheres. Leadership is not merely a title but a set of skills and principles that empower individuals to inspire, guide, and drive positive change. This course is thoughtfully crafted to equip participants with the essential leadership skills, strategic insights, and interpersonal competencies necessary for success in various leadership roles.

The Leadership Course covers a diverse range of topics, including effective communication, strategic decision-making, and the cultivation of a compelling leadership style. Participants will delve into the intricacies of team dynamics, conflict resolution, and the art of motivating and empowering others.



COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>EXECUTIVE &amp; SENIOR MANAGEMENT</b>				
Being A Likeable Boss - Non Accredited-1 Day	40	12	NA	NA
Build Winning Teams to Achieve Company Objectives - Accredited-2 Days	44	14	NA	NA
Executive & Senior Management Program - Non Accredited-3 Days	39	11	NA	NA
Leadership and People Management (3 Days) - Non Accredited-3 Days	39	11	NA	NA
Manager Management - Non Accredited-1 Day	40	12	NA	NA
Servant leadership - Non Accredited-1 Day	40	12	NA	NA

**“This course is thoughtfully crafted to equip participants with the essential leadership skills, strategic insights, and interpersonal competencies necessary for success in various leadership roles.”**

[Click here to select course](#)

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This course goes beyond theory; it places a strong emphasis on practical application, providing participants with the tools to navigate real-world leadership challenges. Whether you are a seasoned professional aiming to refine your leadership skills or an emerging leader ready to take on new responsibilities, this course offers valuable insights to elevate your effectiveness as a leader.

**“NHBRC was highly satisfied with the work conducted as the facilitator demonstrated a high level of professionalism when conducting the training and was deadline driven. Quality material and well-designed course content was utilised.”**

- NHBRC

Hone your leadership acumen and grow into a confident and impactful leader. The Leadership Course empowers individuals to lead with vision, influence with authenticity, and contribute meaningfully to the success of their teams and organizations.



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<b>MIDDLE &amp; JUNIOR MANAGEMENT</b>				
Developing New Managers - Non Accredited-1 Day	40	12	NA	NA
High Performance Teams Inside Company - Non Accredited-1 Day	40	12	NA	NA
High Performance Teams Remote - Non Accredited-1 Day	40	12	NA	NA
Leadership and People management (5 Days) - Non Accredited-5 Days	47	17	NA	NA
Middle Manager - Non Accredited-1 Day	40	12	NA	NA
Monitoring Individual Performance to create High Functioning teams - Accredited-2 Days	44	14	NA	NA
New And Middle Manager Development Training Course - Non Accredited-3 Days	39	11	NA	NA
New Management & Refined Supervisory Skills - Non Accredited-1 Day	40	12	NA	NA
Taking charge as a Team Leader in achieving company goals - Accredited-2 Days	44	14	NA	NA
Team Building For Managers - Non Accredited-1 Day	40	12	NA	NA
<b>SUPERVISORY / TEAM LEADER DEVELOPMENT</b>				
Supervising Others - Non Accredited-1 Day	40	12	NA	NA
Taking charge as a Leader & Closing the Gap between Specialist and Manager - Accredited-3 Days	46	16	NA	NA
Teamwork And Team Building - Non Accredited-1 Day	40	12	NA	NA
Virtual Team Building And Management - Non Accredited-1 Day	40	12	NA	NA

[Click here to select course](#)

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## INDIVIDUALIZED EXECUTIVE COACHING (1HR ONE-ON-ONE SESSIONS):

Take a leap in professional development with our individualized executive coaching services. Tailored specifically for executives seeking targeted growth and enhanced leadership capabilities, our one-on-one executive coaching program offers a unique and focused approach to unlocking your full potential.



Our seasoned executive coaches work closely with you to identify strengths, address challenges, and refine leadership skills. Through personalized sessions, we delve into strategic decision-making, effective communication, and the nuances of executive leadership. This individualized coaching experience goes beyond traditional approaches, providing a confidential space for self-reflection and practical application in real-world professional scenarios.

Whether you are a seasoned executive navigating complex organizational dynamics or an emerging leader preparing for elevated responsibilities, our individualized executive coaching is designed to meet your unique needs. Elevate your leadership effectiveness, amplify your impact, and navigate your professional journey with confidence through our personalized executive coaching sessions.

Welcome to the world of Leadership One-on-One Coaching—an exclusive and personalized program designed to unlock your leadership potential through tailored guidance and support. In the ever-evolving landscape of leadership development, individualized coaching serves as a potent catalyst for personal and professional growth. This coaching experience is carefully curated to offer leaders at all levels targeted insights, strategies, and tools to enhance their effectiveness.

Leadership One-on-One Coaching provides a unique opportunity for focused self-discovery and skill refinement. This personalized approach enables participants to delve into their specific leadership challenges, refine their strengths, and address areas for improvement with the guidance of an experienced coach. Whether you are a seasoned executive navigating complex organizational dynamics or an emerging leader seeking to refine your leadership style, this coaching program is designed to cater to your unique needs.

Participants will collaborate closely with a skilled coach to explore leadership principles, develop tailored strategies, and receive constructive feedback. The coaching sessions

# “Elevate your leadership effectiveness, amplify your impact, and navigate your professional journey with confidence through our personalized executive coaching sessions”

prioritize practical application, empowering leaders to implement newfound insights directly into their roles and organizations.

Leadership One-on-One Coaching empowers leaders to navigate challenges with confidence, amplify their impact, and cultivate a leadership approach that aligns with their authentic selves.

COURSE	ANNEXURE A: PRICING LINE NUMBER • Boti Provides Venue & • Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER • Client Provides Venue • Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER • Client Provides Venue • Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER • Boti Provides Venue & • Boti Provides Laptop
<b>COACHING</b>				
12 X 1 Hour Executive / Senior Management Leadership Coaching Session (one on one) - Non Accredited-1 Hour	57	28	NA	NA
3 X 1 Hour Executive / Senior Management Leadership Coaching Session (one on one) - Non Accredited-1 Hour	55	26	NA	NA
6 X 1 Hour Executive / Senior Management Leadership Coaching Session (one on one) - Non Accredited-1 Hour	56	27	NA	NA

[Click here to select course](#)

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## TRIPARTITE LEADERSHIP PROGRAM :

Take a dive into our comprehensive Leadership Program—a transformative experience that goes beyond conventional approaches. We integrate cutting-edge tools and methodologies such as the Enneagram, 360 Degree Assessment, and personalized One-on-One Coaching to provide a holistic and tailored leadership development journey.

In this program, participants will delve into the depths of self-discovery through the Enneagram, gaining profound insights into their leadership styles and strengths. The 360 Degree Assessment adds a multifaceted perspective, collecting feedback from peers, subordinates, and superiors to offer a comprehensive view of one's leadership impact.

The unique blend of these assessments sets the stage for personalized One-on-One Coaching sessions, where seasoned coaches work collaboratively with participants to interpret results, set strategic goals, and implement targeted developmental plans. This individualized approach ensures that participants not only understand their leadership dynamics but also have the support and guidance to make meaningful changes.

Determine how self-awareness, multi-dimensional insights, and personalized coaching converge to amplify your leadership impact and unlock your potential to drive sustained success.

### **We would like to thank BOTI for:**

- **The professional rollout and management of the program.**
- **Assisting with administration relating to the learnerships.**
- **The excellent quality of the facilitators as evidenced by feedback from delegates and the 100% pass rate.**
- **The rapidity of the production of Statement of Results (working with Service Seta)**

**We look forward to working with BOTI and intend doing further learnerships this year with BOTI.**

**- ISOWALL GROUP**

## TRI-PARTITE APPROACH TO LEADERSHIP EXCELLENCE



### Topics

- Strategic Planning
- Critical Thinking & Problem Solving
- Accountability In The Workplace
- Collaboration And Team Work
- Emotional Intelligence
- Listening Skills & Effective Communication
- Leadership & Influence
- Coaching And Mentoring

**CONTACT US FOR A QUOTE ON THIS POWERFUL  
AND HOLISTIC LEADERSHIP INTERVENTION**

### TESTIMONIALS 2021

“One of the best leadership interventions I have ever participated in.”

“It’s been a year of self-discovery and growth.”

“I have uncovered my blindspots.”

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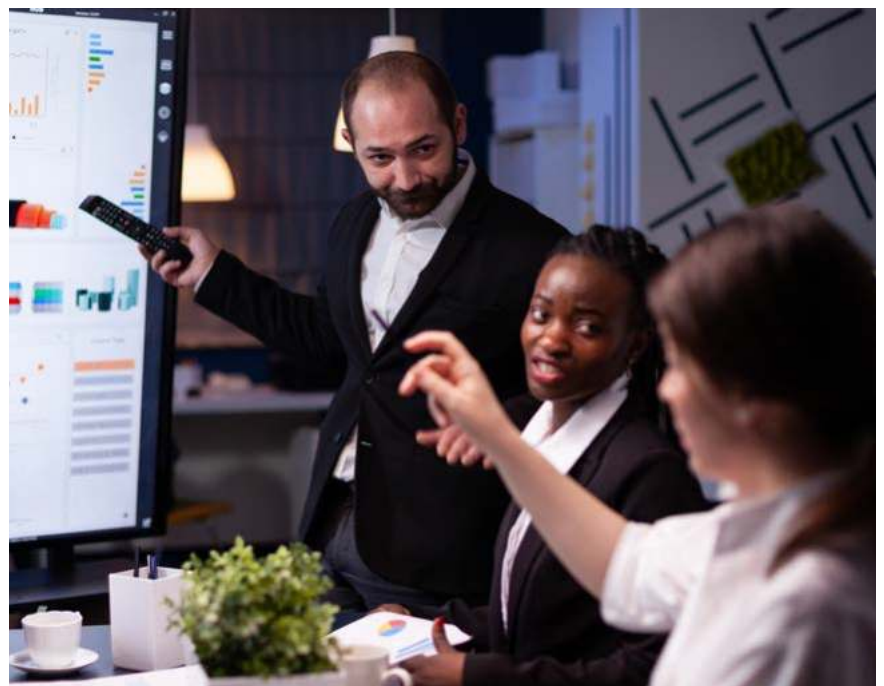
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## PROCESS IMPROVEMENT COURSES:

Streamline your business processes with our comprehensive suite of Process Improvement Courses, where the pursuit of operational excellence and efficiency is at the forefront. In today's rapidly evolving business landscape, the ability to streamline processes is a critical skill for organizational success. Our courses are meticulously crafted to empower participants with the knowledge, methodologies, and practical tools needed to identify, analyze, and optimize processes across diverse industries.

Our Process Improvement Courses cover a wide array of essential topics, including process mapping, data analysis, Lean principles, and Six Sigma methodologies. Participants will explore strategies to enhance workflows, minimize inefficiencies, and foster a culture of continuous improvement within their organizations.



What sets our courses apart is the emphasis on practical application. Beyond theoretical understanding, participants gain hands-on experience, equipping them to initiate tangible improvements in their work environments. Whether you are an aspiring process improvement specialist, a manager aiming to boost team efficiency, or a leader committed to driving positive change, our courses provide valuable insights and actionable approaches.

Our Process Improvement Courses show you how you can lead impactful changes within your organization, driving success through optimized processes.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>PROCESS IMPROVEMENT</b>				
Attentive Problem Solving & Creative Thinking Course - Non Accredited-3 Days	39	11	NA	NA
Creative Problem Solving - Non Accredited-1 Day	40	12	NA	NA
Creative Problem Solving and critical thinking course - Accredited-2 Days	44	14	NA	NA
Crisis Management - Non Accredited-1 Day	40	12	NA	NA
Critical Thinking - Non Accredited-1 Day	40	12	NA	NA
Develop, implement and evaluate an operational plan - Accredited-3 Days	46	16	NA	NA
Developing Creativity - Non Accredited-1 Day	40	12	NA	NA
Lean Process And Six Sigma - Non Accredited-1 Day	40	12	NA	NA
Lean Six Sigma Black Belt & VmEdu Certification - Non Accredited-10 Days	48	19	NA	NA
Lean Six Sigma Green Belt Training & VmEdu Certification - Non Accredited-6 Days	45	15	NA	NA
Lean Six Sigma Training - Non Accredited-2 Days	44	14	NA	NA
Lean Six Sigma Yellow Belt Training - Non Accredited-3 Days	46	16	NA	NA
Microsoft Power BI Basics Training Course - Non Accredited-3 Days	70	59	2	30

[Click here to select course](#)

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## INTRODUCTION TO OUR ETDP SDF, FACILITATION, ASSESSOR, AND MODERATOR COURSES:

Become a skills development expert with our Education, Training, and Development Practices (ETDP) suite of courses, encompassing the pivotal roles of Skills Development Facilitator (SDF), Facilitator, Assessor, and Moderator. In the ever-evolving landscape of education and training, these courses are meticulously designed to empower individuals with the diverse skills required to excel in these integral roles.

Our ETDP SDF, Facilitation, Assessor, and Moderator courses provide a comprehensive understanding of educational methodologies, skills development, and assessment practices. Participants will delve into the principles of effective facilitation, the art of assessment, and the crucial role of moderators in maintaining quality standards in education and training.



# “What sets our courses apart is the emphasis on practical application.”

What sets our courses apart is the emphasis on practical application. Beyond theoretical knowledge, participants gain hands-on experience, ensuring they are well-prepared to navigate the dynamic challenges within the realms of skills development, facilitation, assessment, and moderation.

Whether you are an educator, training professional, or aspiring to enter these fields, our courses offer valuable insights and tools to enhance your capabilities. Our ETDP SDF, Facilitation, Assessor, and Moderator courses unlock your potential to make a meaningful impact in the field of learning and development.

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<b>EDUCATION, TRAINING AND DEVELOPMENT PRACTICES</b>				
Assessment Practitioner Occupational Skills Programme - QCTO Accredited -3 Days	46	16	NA	NA
Facilitation Skills - Non Accredited-2 Days	34	6	NA	NA
Life coaching essentials - Non Accredited-1 Day	40	12	NA	NA
Learning Essentials - Non Accredited-1 Day	40	12	NA	NA
Social Learning - Non Accredited-1 Day	40	12	NA	NA
Train The Trainer - Non Accredited-3 Days	39	11	NA	NA
Train-The-Trainer - Non Accredited-1 Day	40	12	NA	NA
Workplace Based Practitioner Occupational Skills Programme - QCTO Accredited – 3 Days	46	16	NA	NA

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## MICROSOFT OFFICE COURSES:

Improve your digital literacy with our Microsoft Office Courses, where digital proficiency meets professional productivity. In today's tech-driven workplace, mastering Microsoft Office is essential for effective communication, collaboration, and organizational efficiency. Our courses are thoughtfully designed to equip individuals with the practical skills and insights needed to harness the full power of Microsoft Office applications.

Whether you're a beginner looking to navigate the basics or an advanced user aiming to optimize your workflow, our Microsoft Office Courses cater to diverse skill levels. Participants will explore the functionalities of essential applications such as **Word, Excel, Power BI, PowerPoint, Project, Outlook, and more**, gaining hands-on experience to boost their confidence and efficiency in using these tools.



COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & Boti Provides Laptop
<b>MICROSOFT TRAINING</b>				
Access 2021 Advanced - Non Accredited-1 Day	69	58	1	29
Access 2021 Essentials - Non Accredited-1 Day	69	58	1	29
Access 2021 Expert - Non Accredited-1 Day	69	58	1	29
Accredited Beginners to Advanced Microsoft Excel -5 Days	75	66	8	36
Excel Advanced - Non Accredited-1 Day	69	58	1	29
Excel Advanced Accredited-2 Days	72	62	4	32
Excel Intermediate accredited-2 Days	72	62	4	32
Excel Intermediate- Non accredited -1 Day	69	58	1	29
Getting Started With Windows 8 Training Course - Non Accredited-1 Day	69	58	1	29
Introduction to Basic Computing Training Course - Non Accredited-1 Day	69	58	1	29
Learn Microsoft Visual Basic - Non Accredited-3 Days	70	59	2	30
Microsoft All-in-One Basic Computer Course - Accredited-5 Days	75	66	8	36
Microsoft Excel Pivot Tables - Non Accredited-1 Day	69	58	1	29
Microsoft Office Excel Beginners - Accredited-2 Days	72	62	4	32
Microsoft Office Excel Beginners - Non Accredited-1 Day	69	58	1	29
MS Outlook for Beginners - Accredited-1 Day	76	64	9	37
MS PowerPoint for beginners - Accredited-1 Day	76	64	9	37
MS Project Essentials - Non Accredited-1 Day	69	58	1	29
MS Project Expert - Non Accredited-1 Day	69	58	1	29
MS Project Part 1 & 2 Saturday Classe Training Course - Non Accredited-2 Days	73	60	5	33
MS Word for Beginners - Accredited-1 Day	76	64	9	37
Outlook 2021 / Outlook 365 Advanced - Non Accredited-1 Day	69	58	1	29

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## MICROSOFT OFFICE COURSES:

What sets our courses apart is the emphasis on practical application. Beyond theoretical knowledge, participants engage in real-world scenarios, ensuring they can seamlessly integrate their newfound skills into their professional tasks. Whether you are a student, professional, or anyone seeking to enhance your Microsoft Office proficiency, our courses offer valuable insights and practical expertise.

Digital literacy is a must for professional success. Our Microsoft Office Courses can elevate your skills to enable you to excel in the modern workplace.

**BOTI was awarded an RFQ to conduct a 3 day People Management and Supervisory Skills Course (2-4 December 2020) for 7 of our staff members.**

**The courses was efficiently scheduled and planned around our timetable.**

**We were impressed by the quality of training – all 7 Staff members attended with overall scores of 5 out of 5.**

**Feedback from delegates included:**

- **‘The Training was Formative, Relevant and Direct...’**
  - **‘The whole course was brilliant...’**
- **‘I learned the importance of Leadership and effective ways of leading a team’**

-Department of Public Enterprises

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & Boti Provides Laptop
<b>MICROSOFT TRAINING</b>				
Powerpoint 2021 / Powerpoint 365 Advanced - Non Accredited-1 Day	69	58	1	29
Powerpoint 2021 / Powerpoint 365 Essentials - Non Accredited-1 Day	69	58	1	29
Powerpoint 2021 / Powerpoint 365 Expert - Non Accredited-1 Day	69	58	1	29
Project 2016 Advanced - Non Accredited-1 Day	69	58	1	29
Solving Problems With Excel - Accredited-1 Day	76	64	9	37
Visio Professional 2021 Advanced - Non Accredited-1 Day	69	58	1	29
Visio Professional 2021 Essentials - Non Accredited-1 Day	69	58	1	29
Word 2021 / Word 365 Advanced - Non Accredited-1 Day	69	58	1	29
Word 2021 / Word 365 Essentials - Non Accredited-1 Day	69	58	1	29
Word 2021 / Word 365 Expert - Non Accredited-1 Day	69	58	1	29
Writing Excel Macros with VBA - Non Accredited-3 Days	70	59	2	30



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## INTRODUCTION TO MICROSOFT SQL AND POWER BI COURSES:

Take a tour around our dynamic suite of Microsoft SQL and Power BI Courses, where data management meets powerful visualization. In the era of data-driven decision-making, proficiency in Microsoft SQL and Power BI is a strategic advantage for professionals involved in database management and analytics. Our courses are thoughtfully curated to provide a comprehensive understanding of Microsoft SQL Server alongside the advanced capabilities of Power BI.

**“Participants will explore the intricacies of database management, SQL optimization, and learn how to transform raw data into compelling visual narratives with Power BI.”**

Whether you're delving into database design and SQL querying with Microsoft SQL or aiming to harness the visualization prowess of Power BI, our courses cater to a spectrum of skill levels. Participants will explore the intricacies of database management, SQL optimization, and learn how to transform raw data into compelling visual narratives with Power BI.

What sets our courses apart is the emphasis on practical application. Beyond theoretical knowledge, participants engage in hands-on exercises and real-world scenarios, ensuring they can seamlessly integrate their skills into professional tasks. Whether you are an IT professional, data analyst, or anyone keen on mastering the intersection of database management and visualization, our courses offer valuable insights and practical expertise.

Get on board with our Microsoft SQL and Power BI Courses and discover how you can elevate your skills to succeed in the interconnected worlds of database management and dynamic data visualization.

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<b>MICROSOFT SQL</b>				
Administering SQL Server Databases - Non Accredited-3 Days	71	61	3	31
Designing a Data Solution with MS SQL Server Training Course - Non Accredited-3 Days	71	61	3	31
DEVELOPING MICROSOFT SQL SERVER DATABASES (COURSE #20464) Training Course - Non Accredited-3 Days	71	61	3	31
Getting Started with Microsoft SQL Server - Non Accredited-3 Days	71	61	3	31
Implementing a Data Warehouse with MS SQL Server Training Course - Non Accredited-3 Days	71	61	3	31
MCSA: SQL Server Training Course - Non Accredited-3 Days	71	61	3	31
Microsoft SQL Server Reporting Services - Non Accredited-2 Days	72	62	4	32
Microsoft SQL Server Training Course - Non Accredited-3 Days	71	61	3	31
Querying MS SQL Server Training Course - Non Accredited-3 Days	71	61	3	31

[Click here to select course](#)

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## MS SHAREPOINT COURSES:

Tap into the power of effective collaboration with our MS SharePoint Courses, your gateway to mastering the collaborative power of Microsoft SharePoint. In today's dynamic business environment, effective collaboration and document management are essential for organizational success. Our courses are thoughtfully designed to empower individuals with the skills and insights needed to leverage the full potential of Microsoft SharePoint.

Key highlights of our MS SharePoint Courses include:

1

**Site Creation and Customization:** Learn how to create and customize SharePoint sites tailored to your team or project needs.

2

**Document Management:** Explore efficient document storage, version control, and collaboration features for streamlined workflows.

3

**Workflow Automation:** Understand how to automate business processes and workflows to enhance productivity.

4

**Permissions and Security:** Master the art of setting permissions and ensuring secure access to information within SharePoint.

5

**Integration with Microsoft 365:** Discover how SharePoint integrates with other Microsoft 365 applications for enhanced collaboration.

6

**Customization with Apps and Web Parts:** Customization possibilities with apps and web parts to enhance your SharePoint sites.

7

**Social Collaboration:** Explore features for social collaboration, discussion boards, and news feeds to facilitate team communication.

8

**Search and Content Discovery:** Learn how to optimize search functionality for efficient content discovery within SharePoint.

Our MS SharePoint Courses go beyond theory, offering hands-on experiences and practical applications. Whether you are an IT professional, project manager, or anyone aiming to enhance collaboration within your organization, our courses provide valuable insights and actionable skills.

MS SharePoint Courses can help you to unleash the potential to create, collaborate, and innovate within your team or organization.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>MS SHAREPOINT</b>				
Configuring and Administering Microsoft Sharepoint (MS Course no. 10174B and support for exam no. 70-667) - Non Accredited-3 Days	71	61	3	31
Designing a Microsoft Sharepoint Infrastructure (MS Course no. 10231B and support for exam no. 70-668) - Non Accredited-3 Days	71	61	3	31
Microsoft Sharepoint End User Level 1 (MS Course no. 50575A) - Non Accredited-3 Days	71	61	3	31
Microsoft Sharepoint End User Level 2 (MS Course no. 50469B) - Non Accredited-2 Days	72	62	4	32
Ms Windows SharePoint Designer Training Course - Non Accredited-2 Days	72	62	4	32
SharePoint 365 Essentials - Non Accredited-1 Day	69	58	1	29
SharePoint Designer Essentials - Non Accredited-1 Day	69	58	1	29

[Click here to select course](#)

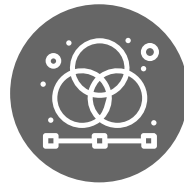
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## GRAPHIC DESIGN AND COMPUTER-ASSISTED DESIGN (CAD) COURSES:

Get your graphic design studio up and running with our Graphic Design and Computer-Assisted Design (CAD) Courses, where creativity meets precision in the digital realm. In a visually driven world, mastering the art of graphic design and CAD is essential for professionals across various industries. Our courses are meticulously designed to empower individuals with the skills and tools needed to bring their creative visions to life and design with precision.

Key features of our Graphic Design and CAD Courses include:

1

**Graphic Design Fundamentals:** Delve into the principles of graphic design, including layout, colour theory, typography, and composition.

2

**Industry-Standard Software:** Learn to navigate and utilize leading graphic design software such as Adobe Creative Cloud (Photoshop, Illustrator, InDesign) for projects.

3

**Vector Graphics and Illustration:** Explore the world of vector graphics, mastering the creation of scalable and high-quality illustrations.

4

**CAD Software Proficiency:** Gain hands-on experience with Computer-Aided Design software, developing skills in 2D and 3D design, drafting, and modeling.

5

**Digital Imaging and Photo Editing:** Enhance your understanding of digital imaging techniques and photo editing for impactful visual storytelling.

6

**User Interface (UI) and User Experience (UX) Design:** Learn the essentials of designing user-friendly interfaces and optimizing user experiences.

7

**Print and Digital Media:** Understand the nuances of designing for both print and digital platforms, adapting your skills to diverse media.

8

**Project-Based Learning:** Engage in practical, project-based learning experiences to apply your skills in real-world scenarios.

Whether you're a budding graphic designer, architect, engineer, or anyone passionate about visual communication, our Graphic Design and CAD Courses provide valuable insights and hands-on expertise.

Make a lasting visual impact with our Graphic Design and CAD Courses and discover how you can shape the digital and visual landscapes of tomorrow.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>GRAPHIC DESIGN / COMPUTER ASSISTED DESIGN</b>				
Adobe Acrobat Pro X for Beginners - Non Accredited-1 Day	69	58	1	29
Adobe Illustrator for Beginners - Non Accredited-2 Days	73	60	5	33
Adobe InDesign for Beginners - Non Accredited-2 Days	73	60	5	33
Adobe Photoshop for Beginners - Non Accredited-2 Days	73	60	5	33
Adobe Photoshop for Intermediate & Advanced Users - Non Accredited-2 Days	73	60	5	33
AutoCAD 3D Drawing & Modeling - Non Accredited-3 Days	71	61	3	31
"AutoCAD Electrical Essentials Training Course - Non Accredited-3 Days"	71	61	3	31
AutoCAD Revit Architecture Essentials Training Course - Non Accredited-3 Days	71	61	3	31
Autodesk Inventor Essentials - Non Accredited-3 Days	71	61	3	31
Autodesk Revit Architecture Essential Training Course - Non Accredited-3 Days	71	61	3	31
Autodesk Revit MEP Essentials - Non Accredited-3 Days	71	61	3	31
Autodesk Revit Structure Essentials - Non Accredited-3 Days	71	61	3	31
Autodesk Vault Essentials Training Course - Non Accredited-3 Days	71	61	3	31
CorelDRAW for Beginners - Non Accredited-2 Days	73	60	5	33
Graphic Design Fundamentals - Non Accredited-2 Days	73	60	5	33
Introduction to Technical Drawing - Non Accredited-2 Days	34	6	NA	NA
Managing a Drawing Office - Non Accredited-2 Days	72	62	4	32
MicroStation Fundamentals - Non Accredited-3 Days	71	61	3	31

[Click here to select course](#)

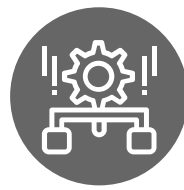
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## OUR PROGRAMMING COURSES:

Master popular coding languages with our Programming Courses, where the world of coding and problem-solving unfolds. In an era driven by technology, programming skills are fundamental for individuals across diverse fields. Our courses are meticulously crafted to empower beginners and experienced learners alike with the knowledge and practical skills needed to thrive in the dynamic landscape of programming.

Key highlights of our Programming Courses include:

1

**Programming Fundamentals:** Delve into the core concepts of programming, including variables, loops, conditionals, and functions.

2

**Language Proficiency:** Master popular programming languages such as Python, JavaScript, Java, or C++, depending on your course selection.

3

**Algorithmic Thinking:** Develop problem-solving skills and learn to design efficient algorithms for various computational tasks.

4

**Web Development:** Explore the essentials of building dynamic and interactive websites, covering both front-end and back-end development.

5

**Database Integration:** Understand the principles of database design and integration to create robust and scalable applications.

6

**Version Control:** Learn to use version control systems like Git to collaborate on projects and track code changes effectively.

7

**Mobile App Development:** Gain insights into creating mobile applications for iOS or Android platforms, depending on your course focus.

8

**Hands-on Projects:** Engage in practical, hands-on projects that allow you to apply your programming skills to real-world scenarios.

Whether you're an aspiring software developer, a data analyst, or someone simply curious about the world of coding, our Programming Courses offer a structured and accessible path to building valuable technical skills.

Code is a powerful tool for innovation and problem-solving. Our Programming Courses will help you to discover how you can shape the digital future with the language of technology.

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<b>PROGRAMMING</b>				
Programming in C# (MS Course no. 20483A ) - Non Accredited-3 Days	71	61	3	31
Programming in HTML5 with JavaScript and CSS3 (MS Course no. 20480A) - Non Accredited-3 Days	71	61	3	31
Python Programming Training - Non Accredited-5 Days	78	63	18	42
Software Development Fundamental : Training for MTA Exam 98-36I Training Course - Non Accredited-3 Days	71	61	3	31

**I would like to thank and express my sincere appreciation to you for the excellent Executive Secretarial Course which was conducted last week at the Embassy of the United Arab Emirates.**

**We believe that the Secretaries which attended the course will be able to use the information and tips given to them, to the best of their knowledge. The facilitator delivered outstanding work and we want to congratulate BOTI for the High Level of Trainers that are appointed by the organization.**

-Embassy of the United Arab Emirates

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## LEARNERSHIP QUALIFICATIONS

### Why Should Learnerships Be Considered?

Overview of what Learnerships entail

Essentially, Learnerships encompass two main elements of study:

- Training involving theory aspects of the Learnership
- Relevant practical work experience

A Learnership is conducted over a specified time period which is usually 12 months. There is a requirement for an agreement to be put in place between all parties to the Learnership which is referred to as a four-party agreement and is drawn up between the learner, the learner's employer, the training services provider and the SETA. Once a learner has successfully completed the Learnership and deemed to be competent, they will be awarded with a National Qualification. If a learner has reached competence in part of a National Qualification then those credits towards the National Qualification will be awarded to the learner.

1

#### Benefits

ROI and Tax

2

#### Optimized

Productivity

3

#### Customer

Excellence

## Full Training Learnership

A Full Training Learnership is pursued when the learner receives the full extent of the training required to complete the National Qualification and where the learner possesses little if any work experience or former training relevant to the National Qualification in question.

## Recognition of Prior Learning (RPL)

The approach to a Recognition of Prior Learning (RPL) Learnership is carried out on the assumption that learning is in place based on former training and/or previous work experience. The RPL Learnership is suitable for learners who are working in a certain capacity yet, do not possess a qualification in the required field. In the case where a learner has a certain degree of work experience and has already received training in various appropriate short courses the learner will not be required to undergo the full extent of the theoretical training component of the Learnership. In this case a blended approach is applied using a combination of recognition of prior learning and the appropriate theoretical training in order to obtain the qualification.

## Funded VS Unfunded Learnerships

### Funded Learnerships

With funded Learnerships, a learner's employer will submit an application for bursary funding to the relevant SETA which funds will be allocated towards a full learnership qualification. However, in this case there are two types of bursaries that can be applied for:

### Unemployed Learnership

For unemployed learnerships the employer would employ new staff on a temporary, permanent or contract basis. In this regard the SETA will award funds which go towards supplementing the learner's salary during the period of the Learnership and covering the training costs of the learner to complete the qualification.

### Employed Learnership

An employed learnership is appropriate when an employer needs existing staff members to obtain a formal qualification. The funds awarded by the SETA are therefore used towards Unfunded Learnerships.

## CASE STUDY OF 100 EMPLOYEES TAKING A LEARNERSHIP

Using the example below, a R1 120k tax saving can be achieved. This tax saving is illustrated by calculating the taxable amount of income of a company with and without the tax deduction of the Learnership. Therefore, the difference between the two taxable amounts represents the company's actual tax saving. To illustrate this calculation, let's assume that a company has a R30 million revenue, and its total expenses amount to R10 million.

**Without Learnerships: Revenue R30,000k minus R10,000k Expenses = R20,000k Taxable Profits**

**Thus Tax Payable: R20,000k x 28% = R5,600k**

**With Learnerships: Assuming a full allowance of R40,000 per employee, the total annual learnership allowance will be R4,000K.**

**Thus, the tax payable will be calculated as follows:**

**Revenue R30,000K minus Expenses R10,000k = Profit R20,000k minus R4,000K Learnership Rebate = R16,000 Taxable Profits Tax Payable: R16,000k x 28% = R4,480k**

The above does not take into account the further completion allowance. The tax saving needs to be set off against the training expenses if the Learnerships are not funded by a SETA.

Tax Saving: When running 100 Learnerships, the tax saving above is: R5,600k – R4,480k = R1,120k.

Disclaimer: This information is intended for general guidance purposes only. Please consult with a qualified tax practitioner or financial advisor to assess your specific situation and obtain professional tax advice tailored to your needs.

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**Learnership Tax Implications**

When employees undertake a Learnership, an employer may qualify for a tax allowance based on the amount determined by SARS, which is deducted from the company's amounts owing to SARS if the company is in a tax-paying position. The employer qualifies for this tax rebate regardless of whether the Learnership was funded by the relevant SETA.

**Learnerships for Existing Employees**

The employer is entitled to apply for a tax rebate when an existing employee undertakes a Learnership as follows:

- At the commencement of the Learnership, an allowance of R40,000 may be applied for.
- Upon completion of the Learnership, an allowance of R40,000 may be applied for.

Hence, the total amount claimed is calculated as follows: R80,000 x 28% (28% being the normal tax rate) = R22,400, which is deducted from the company's amount owing to SARS per person completing the Learnership. Competence in the said Learnership does not need to be achieved to qualify for this rebate.

**Please note:**

These allowances are increased to R60,000 for learners with disabilities. In the case of Learnerships that are less than 12 months, a pro rata portion of the allowance will be awarded irrespective of the reason for the Learnership not being completed during the 12-month period.

Should an employee leave the company prior to completing the Learnership, the company is no longer required to reverse the amount of the allowance claimed upon the commencement of the Learnership.

It should be noted that companies who do not obtain funds for Learnerships from one of the SETAs may nevertheless put employees on an unfunded Learnership program even though they will need to pay for the training through a training services provider. Such funds are offset by the tax rebate.



## Learnership Benefits

Some of the benefits of a Learnership are highlighted as follows:

1

A Learnership affords the opportunity for employees to obtain a national qualification while they are working which they may not have been able to do.

2

Affords the opportunity for learners to do it in their own time or at their own expense.

3

When employees are given recognition for their experience and the opportunity to upskill this results in increased levels of morale and job satisfaction.

4

Studies reveal that the employee attrition rate is reduced when employees are given the opportunity to complete a Learnership.

5

Employee morale is boosted when the company is prepared to invest in their training and development.

6

Completing a Learnership provides a solid platform from which individuals can further develop themselves.

7

Learnership training enables the employer to achieve points on their BBBEE Scorecard which is the best way to obtain maximum points in terms of skills development.

8

Significant savings and tax rebates can be achieved.

9

Tax rebates can be used to offset any additional training costs and can also be put towards the annual training budget allocation.

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## FULL QUALIFICATIONS AND LEARNERSHIPS:

SETA, or Sector Education and Training Authority, is a South African initiative aimed at promoting skills development and education within specific economic sectors. SETAs work to address the skills needs of employers and workers, ultimately contributing to economic growth and employment.

While we can provide a general overview, it's important to note that specific SETA qualifications and learnerships may vary depending on the sector. Here's a brief overview of the SETA qualifications and learnerships process:

### 1. Identification of Skills Needs:

- SETAs identify skills needs within specific economic sectors through research and collaboration with industry stakeholders.

### 2. Development of Qualifications:

- SETAs work with industry experts and educational institutions to develop qualifications that meet the skills requirements of the sector.

### 3. Learnerships:

- Learnerships are structured training programs that combine theory and workplace experience. They provide individuals with practical skills and formal qualifications.
- Learnerships are typically funded by SETAs, and participants (learners) receive stipends or salaries during the program.

### 4. Workplace Experience:

- Learnerships include practical, on-the-job training, allowing participants to apply the knowledge gained in a real-world setting.

### 5. Formal Qualifications:

- Successful completion of a learnership results in a formal qualification, recognized by the relevant SETA. These qualifications align with the National Qualifications Framework (NQF).

### 6. Assessment and Certification:

- Learners are assessed through a combination of theoretical exams and practical assessments. Upon successful completion, they receive a certificate or qualification.

### 7. Ongoing Skills Development:

- SETAs continue to monitor skills needs within their sectors and adapt qualifications and learnerships accordingly to ensure relevance and effectiveness.

### The sectors covered by SETAs that BOTI include:

- SETA for Education, Training and Development Practices (ETDP)
- SETA for Finance, Accounting, Management Consulting, and other Financial Services (FASSET)
- SETA for Information Technology (MICT SETA)
- SETA for Wholesale and Retail (W&R SETA)

For detailed and up-to-date information on specific SETA qualifications and learnerships, it's recommended to visit the official website of the relevant SETA or consult with accredited training providers in South Africa.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>FULL QUALIFICATIONS</b>				
Business Admin - NQF 2:National Certificate: Business Administration Services (SAQA ID 23833; NQF Level 02; Credits: 120) - Full Qualification - Accredited-24 days over 1 year	52	23	NA	NA
Business Admin - NQF 3: National Certificate: Business Administration Services (SAQA ID 67465; NQF Level 03; Credits: 120) - Full Qualification - Accredited-24 days over 1 year	52	23	NA	NA
Business Admin - NQF 4: Further Education and Training Certificate: Business Administration Services (SAQA ID 61595; NQF Level 04; Credits: 140) - Full Qualification - Accredited-26 days over 1 year	53	24	NA	NA
Further Education and Training Certificate: Generic Management (SAQA ID 57712; NQF Level 04; Credits: 150) - Full Qualification - Accredited-30 days over 1 year	51	22	NA	NA
Further Education and Training Certificate: Project Management (SAQA ID 50080; NQF Level 04; Credits: 136)- Full Qualification - Accredited-24 days over 1 year	52	23	NA	NA
General Education and Training Certificate: Business Practice (SAQA ID 61755; NQF Level 01; Credits: 121)- Full Qualification - Accredited-24 days over 1 year	52	23	NA	NA
National Certificate: Generic Management (SAQA ID: 59201, NQF Level 05; Credits: 162) - Full Qualification - Accredited-30 days over 1 year	51	22	NA	NA
National Certificate: Info.Tech: End User Computing (SAQA I.D. 61591; NQF 03; Cred: 130)- Full Qualification - Accredited-24 days over 1 year	79	68	25	54
National Certificate: Management (SAQA ID 83946; NQF Level 03; Credits: 120) - Full Qualification - Accredited-24 days over 1 year	52	23	NA	NA
National Certificate: Occupationally Directed Education Training and Development Practices (SAQA ID 50334; NQF Level 05; Credits: 120) - Full Qualification - Accredited-30 days over 1 year	51	22	NA	NA
New Venture Creation NQF2: Further Education and Training Certificate: New Venture Creation (SAQA ID 66249; NQF Level 04; Credits: 149)- Full Qualification - Accredited-30 days over 1 year	51	22	NA	NA
New Venture Creation NQF2: National Certificate: New Venture Creation (SMME) (SAQA ID 49648; NQF Level 02; Credits: 138)- Full Qualification - Accredited-26 days over 1 year	53	24	NA	NA
Occupational Certificate: Project Manager (SAQA I.D. 101869; NQF Level 05; Credits: 240 – Full qualification – Accredited – 30 days over 1 year	51	22	NA	NA
National Occupation Certificate: Retail Supervisor (SAQA I.D. 121316; NQF Level 04; Credits: 129) – Full Qualification – Accredited – 30 days over 1 year	53	24	NA	NA
Occupational Certificate: Office Supervisor (SAQA I.D. 118740; NQF Level 05; Credits: 240) – Full Qualification – Accredited – 30 days over 1 year	51	22	NA	NA
Occupational Certificate: Office Administrator (SAQA ID: 102161; NQF Level 05; Credits: 445   Full Qualification – Accredited – 30 days over 1 year	51	22	NA	NA
Occupational Certificate: Management Assistant (SAQA I.D. 101876; NQF Level 05; Credits: 316) – Full Qualification – Accredited – 30 days over 1 year	51	22	NA	NA

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**It's with great eagerness that I mention the great service I have received from BOTI training center.**

**Their work ethics are tremendous and professional at all times, it's easy to call to ask questions and be sure to get the answers immediately without any delay.**

**I have been working closely with a lady called Leanette and she has made it easy for me to just pick up my phone and call her with regards to any queries I have at any given time.**

- Dipalopalo FM Solutions

## E-LEARNING AT YOUR FINGERTIPS

E-learning is a cost-effective choice for you and your staff's Skills Development goals. With BOTI's E-learning platform, you can conveniently and economically train all your staff and track their performance.

E-learning is an effective alternative to classroom-based education and can be used as a stand-alone option or part of a blended approach to training.



### LEARNING MANAGEMENT SYSTEM (LMS)

- Access to over 120 Soft Skills and Computer related Training Courses
- User-friendly (**alternative**) to classroom-based training
- Allows you to load Industry & Company Specific Content or Legal & Compliance Training
- Use as powerful content refresher medium
- Convenient and Cost-Effective
- Engaging and Interactive
- Includes case studies and assessments

### OUR REPOSITORY OF 150 COURSES IS CATEGORIZED INTO THE FOLLOWING FOCUS AREAS

- Career Development (20 courses)
- Administrative Skills (30 courses)
- Human Resources (24 courses)
- Personal Development (24 courses)
- Sales and Marketing (25 courses)
- Supervisors and Managers (17 courses)
- Workplace Essentials (21 courses)
- Microsoft Office Beginners to Advanced (9 courses)

## PACKAGES

**R1 999 PER MONTH**

10 Courses Per Company  
10 Staff Members

**R3 999 PER MONTH**

10 Courses Per Company  
11 – 20 Staff Members

**R5 999 PER MONTH**

50 Courses Per Company  
60 – 100 Staff Members

**ORGANIZATIONAL WIDE ACCESS TO ALL 150 COURSES**

Contact us directly for quotes and bulk discounts

Click here to see BOTI's e-learning platform

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## ANNEXURE A:

PRICING LINE ITEM	1 DELEGATE	2 DELEGATES	3 DELEGATES	4 DELEGATES	5 DELEGATES	6 DELEGATES	7 DELEGATES	8 DELEGATES	9 DELEGATES	10 DELEGATES
1	5 881	9 159	13 726	17 628	21 465	23 959	27 436	28 585	31 502	35 003
2	15 665	25 772	38 619	49 472	60 129	66 757	76 335	78 929	86 828	96 476
3	21 901	32 022	47 217	58 596	69 483	78 373	86 452	90 123	99 279	110 310
4	15 178	22 201	32 758	40 770	48 455	54 808	60 621	63 495	70 026	77 806
5	10 773	17 466	26 172	33 550	40 797	45 358	51 885	53 757	59 165	65 739
6	10 075	15 973	23 933	30 564	37 064	40 879	46 660	47 784	52 446	58 274
7	28 625	41 842	61 676	76 422	90 511	101 938	112 282	116 751	128 533	142 815
8	35 348	51 663	76 136	94 247	111 539	125 503	138 113	143 379	157 787	175 319
9	8 454	12 380	18 299	22 945	27 427	31 244	34 790	36 866	40 772	45 302
10	19 162	37 310	55 903	59 421	71 995	79 198	90 333	92 156	101 053	112 281
11	14 619	23 532	35 259	44 992	54 530	60 038	68 496	69 970	76 750	85 278
12	5 532	8 413	12 606	16 135	19 599	21 719	24 823	25 599	28 143	31 270
13	8 036	11 484	16 955	21 153	25 187	28 556	31 654	33 283	36 741	40 823
14	14 341	20 409	30 070	37 187	43 976	49 433	54 350	56 328	61 963	68 848
15	44 134	64 922	95 753	118 950	141 164	159 384	175 980	183 762	202 515	225 017
16	20 645	29 334	43 186	53 221	62 764	70 310	77 045	79 372	87 185	96 873
17	23 705	38 652	57 912	73 850	89 461	98 358	112 170	114 342	125 357	139 285
18	25 449	42 384	63 511	81 315	98 793	109 556	125 234	129 273	142 154	157 949
19	168 254	199 522	247 115	281 986	315 217	341 792	365 662	374 840	402 305	447 005
20	26 950	38 259	56 301	69 255	81 552	91 188	99 740	102 417	112 408	124 897
21	33 255	47 184	69 417	85 289	100 340	112 065	122 436	125 462	137 630	152 922
22	79 909	116 685	156 792	184 171	222 216	228 265	255 644	291 363	327 453	363 837
23	65 074	95 768	129 063	152 176	183 822	189 871	212 984	242 769	272 851	303 168
24	70 019	102 740	138 306	162 841	196 620	202 669	227 204	258 967	291 052	323 391
25	75 121	117 268	161 314	195 178	237 573	254 373	288 236	328 772	369 604	410 671
26	19 533	38 695	57 857	77 018	96 180	115 342	134 504	153 666	172 828	192 031
27	31 772	62 802	93 831	124 861	155 891	186 921	217 951	248 981	280 011	311 123
28	62 925	124 367	185 808	247 250	308 692	370 133	431 575	493 017	554 458	616 065
29	6 994	11 079	16 285	20 827	25 304	28 437	32 554	34 343	37 900	42 111
30	19 003	31 530	46 296	59 068	71 645	80 192	91 689	96 202	106 021	117 801
31	25 239	37 779	54 894	68 192	80 998	91 808	101 806	107 396	118 472	131 636
32	17 403	26 039	37 876	47 168	56 132	63 765	70 857	75 010	82 821	92 023
33	12 998	21 304	31 290	39 948	48 474	54 315	62 122	65 273	71 960	79 956
34	12 301	19 811	29 051	36 961	44 741	49 835	56 896	59 300	65 242	72 491
35	33 075	49 519	71 912	89 217	105 865	119 851	132 755	139 782	154 124	171 248
36	40 911	61 259	88 931	110 241	130 731	147 894	163 704	172 168	189 775	210 861
37	9 567	14 300	20 858	26 144	31 265	35 722	39 908	42 624	47 170	52 411
38	23 612	38 769	56 822	72 216	87 350	97 111	110 805	115 187	126 644	140 715

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## BOTI TRAINING CATALOGUE

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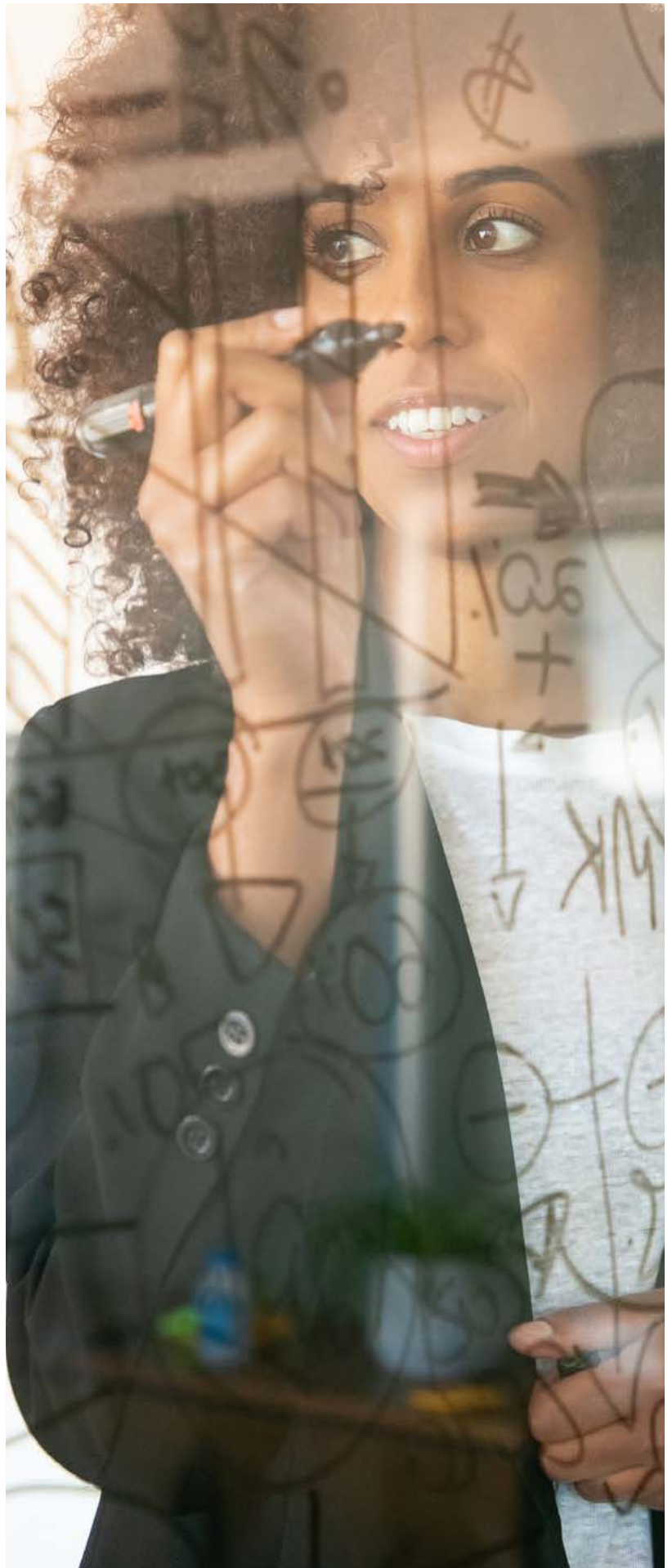
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PRICING LINE ITEM	11 DELE-GATES	12 DELE-GATES	13 DELE-GATES	14 DELE-GATES	15 DELE-GATES	16 DELE-GATES	17 DELE-GATES	18 DELE-GATES	19 DELE-GATES	20 DELE-GATES
1	35 131	38 325	37 126	39 981	39 126	41 735	41 133	43 553	43 146	45 417
2	96 008	104 736	100 285	108 000	104 581	111 553	108 895	115 300	113 227	119 186
3	109 591	119 554	116 049	124 976	122 525	130 694	129 020	136 609	135 534	142 667
4	77 753	84 822	82 912	89 290	88 083	93 955	93 266	98 752	98 461	103 643
5	65 569	71 530	68 706	73 991	71 854	76 644	75 014	79 426	78 186	82 301
6	57 357	62 572	59 000	63 539	60 655	64 699	62 323	65 989	64 002	67 370
7	141 429	154 286	149 186	160 662	156 968	167 433	164 775	174 467	172 606	181 690
8	173 266	189 018	182 323	196 348	191 411	204 172	200 529	212 325	209 678	220 714
9	45 915	50 090	49 775	53 603	53 640	57 216	57 511	60 894	61 389	64 620
10	110 022	120 024	112 455	121 105	114 912	122 573	117 393	124 298	119 898	126 209
11	83 690	91 298	85 728	92 322	87 784	93 636	89 858	95 143	91 950	96 789
12	31 025	33 845	32 273	34 756	33 527	35 762	34 787	36 834	36 054	37 951
13	40 988	44 714	43 951	47 332	46 921	50 049	49 896	52 831	52 878	55 661
14	67 899	74 071	71 266	76 748	74 645	79 621	78 036	82 626	81 440	85 726
15	224 017	244 382	237 813	256 106	251 644	268 421	265 513	281 131	279 419	294 125
16	94 809	103 428	98 580	106 163	102 369	109 193	106 176	112 421	110 002	115 791
17	136 354	148 750	139 182	149 889	142 040	151 510	144 928	153 453	147 846	155 628
18	156 884	171 147	163 445	176 018	170 036	181 371	176 656	187 048	183 307	192 955
19	430 559	469 701	447 453	481 872	464 429	495 391	481 489	509 812	498 635	524 879
20	121 720	132 785	125 894	135 578	130 092	138 765	134 315	142 216	138 563	145 856
21	148 630	162 142	153 208	164 993	157 816	168 337	162 455	172 011	167 125	175 921
22	395 183	431 109	412 211	443 919	429 313	457 934	446 490	472 754	463 743	488 151
23	329 454	359 405	345 497	372 073	361 598	385 704	377 759	399 980	393 981	414 717
24	351 364	383 306	367 735	396 022	384 169	409 781	400 669	424 238	417 235	439 195
25	447 708	488 408	485 250	522 577	522 852	557 709	560 514	593 486	598 237	629 723
26	207 814	226 706	242 800	261 476	277 785	296 304	312 771	331 170	347 757	366 060
27	335 395	365 885	390 779	420 839	446 163	475 907	501 547	531 049	556 931	586 243
28	663 990	724 353	773 522	833 023	883 053	941 924	992 585	1 050 972	1 102 117	1 160 123
29	42 808	46 700	46 082	49 627	49 362	52 653	52 649	55 746	55 941	58 885
30	119 039	129 861	127 155	136 937	135 289	144 309	143 442	151 879	151 612	159 592
31	132 622	144 679	142 919	153 913	153 234	163 449	163 567	173 189	173 919	183 073
32	93 107	101 572	100 825	108 581	108 555	115 792	116 297	123 138	124 051	130 580
33	80 924	88 280	86 619	93 282	92 326	98 481	98 045	103 813	103 777	109 238
34	72 711	79 322	76 914	82 830	81 128	86 536	85 354	90 375	89 592	94 308
35	172 137	187 786	185 013	199 244	197 913	211 107	210 837	223 239	223 787	235 565
36	211 652	230 893	227 107	244 576	242 592	258 764	258 107	273 290	273 654	288 057
37	53 593	58 465	58 731	63 249	63 876	68 134	69 027	73 087	74 184	78 088
38	140 730	153 524	148 282	159 688	155 857	166 247	163 456	173 071	171 079	180 083

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## BOTI TRAINING CATALOGUE

2024

### 1. Who We Are

### 2. SKILLS DEVELOPMENT AREAS PER CATEGORY

- HR & Labour
- Compliance
- Employment Equity & BBBEE
- Health and Safety
- Risk
- SCM & Procurement
- Corporate Governance
- Change, Conflict & Diversity Management
- Finance
- Business
- Workplace Essentials
- Admin/Office Support
- Executive Secretary/PA
- Business Writing & Communication Skills
- Customer Service Excellence
- Sales & Marketing
- Leadership (Executive/Middle Manager/Junior/Specialist to Manager/Supervisor)
- Leadership Coaching (1on1)
- Process Improvement and Business Optimization
- ETDP/SDF/Facilitator, Assessor, Moderator
- MS Office
- MS SQL, Power BI
- MS Sharepoint
- Graphic Design
- Programming Courses
- Full Qualifications and Learnerships

### 3. Price List

### 4. Booking Form



## ANNEXURE A:

PRICING LINE ITEM	1 DELEGATE	2 DELEGATES	3 DELEGATES	4 DELEGATES	5 DELEGATES	6 DELEGATES	7 DELEGATES	8 DELEGATES	9 DELEGATES	10 DELEGATES
39	17 957	29 290	42 936	54 589	66 045	73 473	83 850	87 244	95 943	106 603
40	6 645	10 332	15 165	19 334	23 437	26 198	29 941	31 356	34 540	38 378
41	9 148	13 404	19 514	24 352	29 026	33 034	36 772	39 041	43 138	47 931
42	31 012	51 981	76 306	97 309	117 986	131 947	150 825	158 062	174 142	193 491
44	16 566	24 248	35 188	43 585	51 653	58 390	64 586	67 843	74 758	83 065
45	50 810	76 438	111 107	138 143	164 195	186 253	206 689	218 309	240 901	267 667
46	23 983	35 092	50 863	62 817	74 280	83 745	92 399	96 646	106 378	118 198
47	29 268	48 248	70 707	89 844	108 654	120 749	137 760	143 131	157 345	174 828
48	179 380	218 714	272 705	313 974	353 602	386 575	416 843	432 419	466 281	518 090
49	31 401	45 936	66 537	82 050	96 906	109 101	120 213	125 448	137 998	153 331
50	38 818	56 780	82 212	101 283	119 533	134 456	148 026	154 251	169 618	188 465
51	113 287	174 263	233 563	280 135	337 372	362 614	409 186	464 098	519 381	577 090
52	91 777	141 830	190 480	228 948	275 947	297 350	335 818	380 957	426 393	473 770
53	98 947	152 641	204 841	246 010	296 422	319 105	360 274	408 671	457 389	508 210
54	101 824	163 331	222 731	271 949	329 698	361 852	411 070	466 960	523 146	581 273
55	16 195	32 019	47 843	63 667	79 491	95 315	111 139	126 963	142 787	158 652
56	38 447	76 153	113 859	151 564	189 270	226 976	264 681	302 387	340 092	377 880
57	76 277	151 070	225 863	300 656	375 449	450 242	525 035	599 829	674 622	749 580
58	5 532	8 413	12 606	16 135	19 599	21 719	24 823	25 599	28 143	31 270
59	14 619	23 532	35 259	44 992	54 530	60 038	68 496	69 970	76 750	85 278
60	10 075	15 973	23 933	30 564	37 064	40 879	46 660	47 784	52 446	58 274
61	20 645	29 334	43 186	53 221	62 764	70 310	77 045	79 372	87 185	96 873
62	14 341	20 409	30 070	37 187	43 976	49 433	54 350	56 328	61 963	68 848
63	23 705	38 652	57 912	73 850	89 461	98 358	112 170	114 342	125 357	139 285
64	8 036	11 484	16 955	21 153	25 187	28 556	31 654	33 283	36 741	40 823
65	26 950	38 259	56 301	69 255	81 552	91 188	99 740	102 417	112 408	124 897
66	33 255	47 184	69 417	85 289	100 340	112 065	122 436	125 462	137 630	152 922
67	19 162	37 310	55 903	59 421	71 995	79 198	90 333	92 156	101 053	112 281
68	65 074	95 768	129 063	152 176	183 822	189 871	212 984	242 769	272 851	303 168
69	6 645	10 332	15 165	19 334	23 437	26 198	29 941	31 356	34 540	38 378
70	17 957	29 290	42 936	54 589	66 045	73 473	83 850	87 244	95 943	106 603
71	23 983	35 092	50 863	62 817	74 280	83 745	92 399	96 646	106 378	118 198
72	16 566	24 248	35 188	43 585	51 653	58 390	64 586	67 843	74 758	83 065
73	12 301	19 811	29 051	36 961	44 741	49 835	56 896	59 300	65 242	72 491
74	31 401	45 936	66 537	82 050	96 906	109 101	120 213	125 448	137 998	153 331
75	38 818	56 780	82 212	101 283	119 533	134 456	148 026	154 251	169 618	188 465
76	9 148	13 404	19 514	24 352	29 026	33 034	36 772	39 041	43 138	47 931
77	23 612	38 769	56 822	72 216	87 350	97 111	110 805	115 187	126 644	140 715
78	29 268	48 248	70 707	89 844	108 654	120 749	137 760	143 131	157 345	174 828
79	91 777	141 830	190 480	228 948	275 947	297 350	335 818	380 957	426 393	473 770

[Click here to view 11-20 delegates pricing list](#)

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PRICING LINE ITEM	I1 DELEGATES	I2 DELEGATES	I3 DELEGATES	I4 DELEGATES	I5 DELEGATES	I6 DELEGATES	I7 DELEGATES	I8 DELEGATES	I9 DELEGATES	I20 DELEGATES
39	106 721	116 423	112 598	121 259	118 492	126 392	124 405	131 723	130 336	137 195
40	38 702	42 220	41 230	44 401	43 763	46 681	46 303	49 027	48 849	51 420
41	48 665	53 089	52 908	56 978	57 157	60 967	61 412	65 024	65 673	69 130
42	195 270	213 022	208 228	224 246	221 216	235 964	234 235	248 013	247 283	260 298
44	83 253	90 821	89 179	96 039	95 117	101 458	101 067	107 012	107 030	112 663
45	270 080	294 633	291 552	313 979	313 061	333 932	334 607	354 290	356 190	374 937
46	117 841	128 553	125 450	135 100	133 077	141 949	140 723	149 000	148 387	156 197
47	174 740	190 625	183 966	198 117	193 221	206 102	202 506	214 418	211 822	222 971
48	507 330	553 451	537 019	578 328	566 791	604 577	596 646	631 743	626 587	659 565
49	152 428	166 285	161 720	174 160	171 037	182 439	180 378	190 989	189 744	199 731
50	187 016	204 017	197 991	213 221	208 997	222 930	220 033	232 977	231 101	243 264
51	625 496	682 359	680 910	733 287	736 397	785 490	791 960	838 546	847 599	892 209
52	513 705	560 406	560 456	603 568	607 265	647 750	654 135	692 614	701 066	737 964
53	550 969	601 057	600 607	646 808	650 309	693 663	700 077	741 258	749 910	789 379
54	631 958	689 409	700 210	754 072	768 520	819 755	836 890	886 119	905 321	952 970
55	171 097	186 651	199 407	214 746	227 717	242 898	256 027	271 088	284 338	299 303
56	408 828	445 994	477 563	514 299	546 299	582 719	615 034	651 213	683 770	719 758
57	810 856	884 571	947 091	1 019 944	1 083 326	1 155 548	1 219 561	1 291 299	1 355 795	1 427 153
58	31 025	33 845	32 273	34 756	33 527	35 762	34 787	36 834	36 054	37 951
59	83 690	91 298	85 728	92 322	87 784	93 636	89 858	95 143	91 950	96 789
60	57 357	62 572	59 000	63 539	60 655	64 699	62 323	65 989	64 002	67 370
61	94 809	103 428	98 580	106 163	102 369	109 193	106 176	112 421	110 002	115 791
62	67 899	74 071	71 266	76 748	74 645	79 621	78 036	82 626	81 440	85 726
63	136 354	148 750	139 182	149 889	142 040	151 510	144 928	153 453	147 846	155 628
64	40 988	44 714	43 951	47 332	46 921	50 049	49 896	52 831	52 878	55 661
65	121 720	132 785	125 894	135 578	130 092	138 765	134 315	142 216	138 563	145 856
66	148 630	162 142	153 208	164 993	157 816	168 337	162 455	172 011	167 125	175 921
67	110 022	120 024	112 455	121 105	114 912	122 573	117 393	124 298	119 898	126 209
68	329 454	359 405	345 497	372 073	361 598	385 704	377 759	399 980	393 981	414 717
69	38 702	42 220	41 230	44 401	43 763	46 681	46 303	49 027	48 849	51 420
70	106 721	116 423	112 598	121 259	118 492	126 392	124 405	131 723	130 336	137 195
71	117 841	128 553	125 450	135 100	133 077	141 949	140 723	149 000	148 387	156 197
72	83 253	90 821	89 179	96 039	95 117	101 458	101 067	107 012	107 030	112 663
73	72 711	79 322	76 914	82 830	81 128	86 536	85 354	90 375	89 592	94 308
74	152 428	166 285	161 720	174 160	171 037	182 439	180 378	190 989	189 744	199 731
75	187 016	204 017	197 991	213 221	208 997	222 930	220 033	232 977	231 101	243 264
76	48 665	53 089	52 908	56 978	57 157	60 967	61 412	65 024	65 673	69 130
77	140 730	153 524	148 282	159 688	155 857	166 247	163 456	173 071	171 079	180 083
78	174 740	190 625	183 966	198 117	193 221	206 102	202 506	214 418	211 822	222 971
79	513 705	560 406	560 456	603 568	607 265	647 750	654 135	692 614	701 066	737 964



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4. **Booking Form**

**Boti** Business Optimization Training Institute

**Training Booking Form**

Should you wish to make a booking please complete the booking form and email to [bookings@boti.co.za](mailto:bookings@boti.co.za). Once we receive this form, you will be provisionally booked. We will send you banking details for payment. Proof of payment will confirm the booking. I wish to proceed with the training as quoted:

Name	
Proposed course date (if known)	
Company	
Fax No.	
Vat No.	
Company	
Tel.	
E-mail	
Food Requirements	
Training Centre	
Authorized Signature	
Name of Authorized Signatory	
Designation	
Date of Signature	

**Click here to fill out and submit your booking form**